



City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda City Council

Tuesday, October 20, 2015

6:00 PM

Council Chambers

CLOSED SESSION 5:30 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Properties: Yolo County Assessor's Parcel Numbers 027-340-038, 027-340-011, 027-340-020, 005-680-003

Agency Negotiators: City Manager, Community Development Director, City Engineer, City Attorney, Principal Civil Engineer, City's Designer Psomas, and City's Right-of-Way Agent Bender Rosenthal

Negotiating Parties: Tim Fong, Syar, Bunge Milling, Ram N. Sah and B. Devi Sah Trust, Under Negotiation: Price and terms of payment

B.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):
1 potential case

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY OCTOBER 20, 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.

[16-170](#)

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 2015_10_20.pdf](#)

F. MINUTES

[16-155](#)

SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the minutes of the following Planning Commission meetings: August 6 2015, previously approved by the Planning Commission on August 20, 2015; August 20, 2015 and September 17, 2015, previously approved by the Planning Commission on October 1, 2015.

Attachments: [A- August 6, 2015 Meeting Minutes](#)

[B - August 20, 2015 Meeting Minutes](#)

[C - September 17 Meeting Minutes](#)

G. PRESENTATIONS

1. [16-165](#)

SUBJECT: Presentation of Certificate of Appreciation for Robert Orlins

Recommendation for Action: Staff recommends that the City Council present a Certificate of Appreciation to Robert Orlins for his years of service on the Historical Preservation Commission.

Attachments: [A - Certificate of Appreciation for Robert Orlins](#)

H. CONSENT CALENDAR

2. [16-143](#)

SUBJECT: Approve Contract with West Yost Associates for development of the 2015 Urban Water Management Plan Update Project, CIP 14-09

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute the consultant services agreement with West Yost Associates (WYA) for the update to the Urban Water Management Plan Project, CIP 14-09, for an amount not to exceed \$68,200.

Attachments: [A - Resolution](#)

[B - Scope of Scope](#)

3. [16-144](#) SUBJECT: Final Acceptance and Notice of Completion for Kentucky Avenue Sewer Rehabilitation Project, CIP 15-13

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Kentucky Avenue Sewer Rehabilitation Project, CIP 15-13, construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Attachments: [Resolution](#)

4. [16-151](#) SUBJECT: Adoption of Post-Construction Stormwater Requirements

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Post Construction Standards Plan which has been developed to comply with the State Water Resources Control Board Order No. 2013-0001-DWQ, NPDES Permit No. CAS000004 ("General Permit") and requires all construction projects to be planned, designed, and constructed in accordance with the City's Post Construction Standards Plan.

Attachments: [A - Resolution](#)

[B - City of Woodland's 2015 Post-Construction Standards Plan](#)

5. [16-156](#) SUBJECT: Budget Appropriation Approval for Housing-Related Parks Program Grant Expenditures, Payment of Countywide Homeless Coordination Project, Loan Disbursement for the Mutual Housing at Spring Lake Project and Payment of Property Taxes for City-Owned Affordable Housing Lots

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the following appropriations: (1) an additional \$400,000 to the Workforce Housing Grant Fund (Fund 325) fund to cover FY 2015/16 estimated capital expenditures at City parks funded through a State grant, (2) an additional \$4,352 to the Housing Assistance fund (326) for the City's FY 2015/16 contribution for the Countywide Homeless Coordination Project, and (3) an additional \$164,551 to the Spring Lake Offsite Affordable Housing fund (321) for disbursement of an \$163,250 loan for the Mutual Housing at Spring Lake Project and the payment of FY 2015/16 property taxes of \$1,301 due for two affordable housing lots owned by the City and authorize staff to amend the budget as necessary.

Attachments: [CC Reso Appropriation 20Oct15](#)

6. [16-172](#) SUBJECT: Modifications to Salary Schedule - Public Works Director

Recommendation for Action: Staff recommends that the City Council approve revisions to the City of Woodland Salary Schedule for the

classifications of Public Works Director

Attachments: [Public Works Salary Sch Adjustment.docx](#)

7. [16-157](#) SUBJECT: Approve Professional Services Contract Amendment with Interwest Consulting Group for as-needed Plan Checking and Building Inspection services and authorize the City Manager to execute the agreement.

Recommendation for Action

Staff recommends that the City Council (1) approve an amendment to the professional services agreement with Interwest Consulting Group for as-needed plan checking and building inspection services in an amount not to exceed \$80,000 and (2) authorize the City Manager to execute the amendment to the agreement.

Attachments: [A - Interwest Consulting Group Professional Services Amendment](#)

8. [16-163](#) SUBJECT: FY2015/16 contract with the Yolo Emergency Communications Agency

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the FY2015/16 contract for dispatch services with the Yolo Emergency Communications Agency, including \$5,447 in additional funds to supplement the contract amount included in the FY2015/16 budget approved by Council.

Attachments: [Resolution - FY16 YECA Contract 10-20-15](#)

9. [16-168](#) SUBJECT: Contract Award - FY2015/16 Annual Cyclical Tree Pruning

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute the FY2015/16 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed \$159,341.

Attachments: [Cyclical Pruning Res.docx](#)

10. [16-169](#) SUBJECT: Proclaim November 1, 2015, "Extra Mile Day"

Recommendation for Action: Staff recommends that the City Council proclaim November 1, 2015, "Extra Mile Day" in the City of Woodland.

Attachments: [Extra Mile Proc 2015.pdf](#)

I. REPORTS OF THE CITY MANAGER

11. [16-150](#) SUBJECT: FY2015-16 and FY2016-17 Animal Services Contract

Recommendation for Action

Staff recommends the City Council:

- 1) approve the proposed 2-year contract with the County of Yolo to provide animal control services for FY2015/16 (\$528,754) and FY 2016/17 (\$555,192),
- 2) and authorize a budget adjustment of \$40,187 from available General Fund reserves for this purpose

Attachments: [15-16 Woodland AS agreement-FINAL \(2\).pdf](#)

12. [16-160](#)

SUBJECT: Approve Changes to the Utility Assistance Program

Recommendation for Action: Staff recommends that the City Council modify the Utility Assistance Program to 1.) increase discount to \$75/month, and 2.) increase term to six (6) months in a rolling 12-month period.

13. [16-167](#)

SUBJECT: Industrial Park Recycled Water Project, CIP 15-10, approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve:

1. Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Industrial Park Recycled Water Project, CIP 15-10, and
2. A ratification to Resolution No. 6308, a resolution pledging revenues from the Water Enterprise Fund for repayment of Clean Water State Revolving Fund obligations for the recycled water project.

Attachments: [A - Resolution Approving Plans/Specification & Authorization to Bid](#)
[B - Resolution 6308 Revised Pledge WEF for SRF Repayment](#)

J. 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 October 20, 2015 was posted on October 16, 2015 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Jennifer Robinson, Deputy 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 #: 16-170, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 20, 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

Jennifer Robinson, Deputy City Clerk - (530) 661-5800, jennifer.robinson@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: Jennifer Robinson, Deputy City Clerk

A handwritten signature in cursive script, reading "Paul Navazio".

Paul Navazio, City Manager

Attachment

COUNCIL LONG RANGE CALENDAR
Items subject to removal and/or rescheduling

NOVEMBER 3RD REGULAR MEETING REPORTS DUE 10/20

Consideration of Amendments to Sign Ordinance
Digital Freeway Sign Proposal(s)
Library Annual Report
Lower Cache Creek Feasibility Study, CIP 09-15; App Amend to Agreement with MBK & ICF
Police Supervisor MOU
Spring Lake Park N1 – Purchase and Sales Agreement
General Plan Update – Council Direction on Land Use Map and Preferred Scope of EIR
Beamer / CR 102 Property Exclusive Negotiating Agreement
2nd Reading of DA Amendment for Spring Lake Park N3

Public Hearing

Resolutions of Necessity – Kentucky Avenue Project

NOVEMBER 17th REGULAR MEETING REPORTS DUE 11/3

1st Quarter Budget Update
Measure E (1/2 Cent Sales Tax) Renewal Framework
Waste Management 2016 Rate Adjustment
Water Utility 2016 Rate Adjustment
Water Utility Portal
JPA Housing Agreement

DECEMBER 1ST REGULAR MEETING REPORTS DUE 11/17

DECEMBER 15th REGULAR MEETING REPORTS DUE 12/1

Appointment and Re-appointment of B&C Members whose terms expire 12/31/2015

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Update/Revision of Development Impact Fees
Zoning Ordinance Update – Medical Clinics (Referral)

FUTURE STUDY SESSIONS (TBD):

Lower Cache Creek Flood Control Feasibility Study
Update Economic Development Strategic Plan

Updated 10/16/15



Legislation Text

File #: 16-155, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 20, 2015

SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the minutes of the following Planning Commission meetings: August 6 2015, previously approved by the Planning Commission on August 20, 2015; August 20, 2015 and September 17, 2015, previously approved by the Planning Commission on October 1, 2015.

Staff Contact

Debbie Flemmer, Administrative Clerk, Community Development Department

A handwritten signature in cursive script, reading "Paul Navazio".

Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - August 6, 2015 Meeting Minutes

Attachment B - August 20, 2015 Meeting Minutes

Attachment C - September 17, 2015 Meeting Minutes



City of Woodland

Meeting Minutes - Draft

Planning Commission

City of Woodland Planning
Commission
c/o Community
Development Department
300 First Street
Woodland, CA 95695
530-661-5820

Thursday, August 6, 2015

6:30 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:30 pm

Staff Present:

Cindy Norris, Principal Planner

Erika Bumgardner, Senior Planner

B. Roll Call

Present 7:

Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris, Commissioner Marco Lizarraga, Commissioner Fred Lopez and Commissioner John Murphy. Commissioner Elodia Ortega-Lampkin arriving at 6:32pm

C. Approval of Minutes

[16-017](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of June 18, 2015.

Attachments: [June 18, 2015 Meeting Minutes](#)

Motion was made by Commissioner Lizarraga and seconded by Vice Chairman Holt to approve the minutes of June 18, 2015 Planning Commission meeting. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez and Murphy. Commissioner Ortega-Lampkin not present at the time of the vote.

[16-019](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of July 2, 2015.

Attachments: [July 2, 2015 Meeting Minutes](#)

Motion was made by Vice Chairman Holt and seconded by Commissioner Lizarraga to approve the minutes of July 2, 2015 Planning Commission meeting. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez and Murphy. Commissioner Ortega-Lampkin not present at the time of the vote.

[16-042](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of July 16, 2015.

Attachments: [A - July 16, 2015 Meeting](#)
 [B - July 16 Detailed Meeting Notes](#)

Motion was made by Commissioner Lizarraga and seconded by Commissioner Harris to approve the minutes of July 16, 2015 Planning Commission meeting. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez and Murphy. Commissioner Ortega-Lampkin not present at the time of the vote.

[16-045](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Special General Plan meeting of July 23, 2015.

Attachments: [A - July 23, 2015 Meeting Minutes](#)
 [B - July 23 Detailed Meeting Notes](#)

Motion was made by Commissioner Harris and seconded by Commissioner Lopez to approve the minutes of July 23, 2015 Planning Commission meeting. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez, Murphy and Ortega-Lampkin.

- D. Communications - Directors Report**
- E. Communications - Public Comment**
- F. Communications - Commission Statements Requests**
- G. Communications - Subcommittee Reports**
- H. Public Hearing**

[16-040](#)

Velocity Island Wakeboard Park Conditional Use Permit Modification; the project applicant is requesting amendments to the Velocity Island Wakeboard Park Conditional Use Permit (CUP) to extend on-site beer and wine sales at the wakeboard park to include sales/consumption at the beach and island areas in addition to the patio/dining area of the existing café/grill. The wakeboard park is located at 755 N East Street, immediately northwest of Interstate 5 and N East Street within the Open Space (O-S) Zone.

Location: 755 N East Street, Woodland, CA 95695

Applicant/Owner: Velocity Island Park (Scott and April Hartmann)/Black Pearl Grill (Diego Wilk); 1240 Alice Street, Woodland, CA 95776

Environmental Report: Categorical Exemption

APN: 027-340-002

Project Planner: Erika Bumgardner, AICP, Senior Planner

Staff Recommendation: Recommend Planning Commission Approval with Conditions

Attachments: [Attachment 1 - Planning Commission Resolution](#)

[Attachment 2 - General Application and Project Justification Statement](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Holt to approve the request submitted by Velocity Island Wakeboard Park for a Conditional Use Permit Modification; to extend on-site beer and wine sales at the wakeboard park to include sales/consumption at the beach and island areas in addition to the patio/dining area of the existing café/grill. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez, Murphy and Ortega-Lampkin.

I. New Business

[16-039](#)

SUBJECT: Discussion Concerning the Format of the Regular Meeting Agendas.

DATE:

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Discuss the current Planning Commission Agenda Format; and
2. Provide direction to staff regarding any proposed modifications to the Planning Commission Regular Agenda Format.

Upon conclusion of discussions regarding the Planning Commission Agenda Format a motion was made by Commissioner Lopez and seconded by Commissioner Lizarraga to approve the staff proposed modifications with the one request to use different language for term "Wrap Up". The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez and Ortega-Lampkin.

Noes: Commissioner Murphy

J. Old Business

[16-036](#)

SUBJECT: Review of the Final Planning Commission Fiscal Year 2015-16 Work Program

DATE: August 6, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the Final Draft of the Planning Commission Fiscal Year 2015-16 Work Program; and
2. Direct staff to incorporate the approved Work Program into a staff report that will be presented to the City Council by the Chair of the Planning Commission.

Attachments: [1 - PC Work Program for FY 15 -16](#)

Commissioner Lizarraga made a motion to the Planning Commission to approve the Work Program for Fiscal Year 2015-16 and direct staff to add dates to the short range accomplishments; and an annual training; and incorporate the approved Work Program into a staff report to presented to the City Council by the Chair of the Planning Commission. The motion was seconded by Commissioner Lopez. The motion was carried by following vote:

Ayes: Chairman Wells, Vice Chairman Holt, Commissioners Harris, Lizarraga, Lopez, Murphy and Ortega-Lampkin.

K. Adjournment

Meeting adjourned at 7:17 pm

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



City of Woodland

Meeting Minutes - Draft

Planning Commission

City of Woodland Planning
Commission
c/o Community
Development Department
300 First Street
Woodland, CA 95695
530-661-5820

Thursday, August 20, 2015

6:30 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:31 pm
Staff present:
Ken Hiatt, Director
Cindy Norris, Principal Planner
Jeff Ballantine, Assistant Planner

B. Roll Call

Present 7:
Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris,
Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John
Murphy and Commissioner Elodia Ortega-Lampkin

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

Zoning Subcommittee:
Zoning Subcommittee would like to meet before the next regular Planning
Commission Meeting.

Public Art:
Planning Commission would like direction from staff regarding the next steps for the
Public Art Committee.

F. Communications from the Public

No public comments received.

G. Approval of Minutes

[16-074](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning
Commission adopt the minutes of the Planning Commission meeting

of August 6, 2015.

Attachments: [August 6, 2015 Meeting Minutes](#)

A motion was made by Commissioner Lizarraga and seconded by Vice Chairman Holt to approve the minutes of August 6, 2015. The motion was carried by the following vote:

Ayes: Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris, Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John Murphy and Commissioner Elodia Ortega-Lampkin.

H. Public Hearing Items

[16-054](#)

Woodland Gymnastics Conditional Use Permit. Request for consideration of a Conditional Use Permit for Woodland Gymnastics, a local, youth oriented, gymnastics training facility, to locate at 1221 Commerce Avenue in the East Street Corridor Specific Plan Area, Zone I-Industrial. The facility will consist of gymnastics apparatus, three administrative offices and a small spectator/parent waiting area within an existing 11,660 square foot leased space.

Location: 1221 Commerce Avenue, Woodland, CA

Applicant/Owner: Woodland Gymnastics

Environmental Report: Categorical Exemption - Class 1 Existing Facilities

APN: 063-101-015-000

Project Planner: Erika Bumgardner, AICP, Senior Planner

Staff Recommendation: Recommend Planning Commission Approval with Conditions

Attachments: [1 - Planning Commission Resolution](#)
 [2 - General Application](#)

A motion was made by Commissioner Lizarraga and seconded Commissioner Lopez to approve the request from Woodland Gymnastics for a Conditional Use Permit, a local, youth oriented, gymnastics training facility, to locate at 1221 Commerce Avenue in the East Street Corridor Specific Plan Area, Zone I-Industrial. The motion was carried by the following vote:

Ayes: Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris, Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John Murphy and Commissioner Elodia Ortega-Lampkin.

[16-061](#)

Machado Parcel Map No. 5083 (PLNG 15-00038). A request for a tentative parcel map to divide an existing 0.918 acre parcel into three parcels of approximately 0.238 acres, 0.236 acres, and 0.445 acres at 201 West Court Street in the General Commercial Zone.

Location: 201 West Court Street

Applicant/Owner: Stephen Machado

Environmental Report: Class 15 Categorical Exemption (CEQA Guidelines, §15315)

APN: 064-310-004-000

Project Planner: Jeff Ballantine, Assistant Planner

Staff Recommendation: Conditional Approval

Attachments: [1 - Planning Commission Resolution and Exhibits A & B](#)
 [Attachment 2_General Application.pdf](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to approve (Machado Parcel Map No. 5083 (PLNG 15-00038) a request for a tentative parcel map to divide an existing 0.918 acre parcel into three parcels of approximately 0.238 acres, 0.236 acres, and 0.445 acres at 201 West Court Street in the General Commercial Zone. The motion was carried with the removal of condition 8 regarding a stand-alone parking facility and with the addition of the following condition; a reciprocal access and parking agreement shall be provided to the satisfaction of the Community Development Director prior to approval of the final map, by the following vote:

Ayes: Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris, Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John Murphy and Commissioner Elodia Ortega-Lampkin.

[16-075](#)

Spring Lake Specific Plan - Turn of the Century (PLNG15-00036) General Plan and Specific Plan Amendments and Tentative Subdivision Map #5084 - Request by Turn of the Century, LLC, to amend the General Plan, Spring Lake Specific Plan and Development Agreement to rezone approximately 2 acres of the ±114 acre Heritage Remainder area (TSM #4784) from Neighborhood Commercial (NC) to Park/Open Space, consistent with the adjacent 8 acre Park/Open Space zoning. The 2 acre rezoned property will be combined with the existing "N-3," 8 acre park site to form an approximately 10 acre park site. The subject property is located at the southeast corner of Centennial Drive and Mickle Avenue in the Spring Lake Specific Plan Area.

Location: The subject property is located at the southeast corner of Centennial Drive and Mickle Avenue in the Spring Lake Specific Plan Area.

Applicant/Owner: Turn of the Century, LLC

Environmental Report: Addendum to the Environmental Impact Report (SCH #99022069), Turn of the Century EIR on the Spring Lake

Specific Plan certified on August 15, 2000.

APN: 042-030-049-000

Project Planner: Erika Bumgardner, AICP, Senior Planner

Attachments: [1 - Planning Commission Resolution & Exhibits a - c](#)
[2 - Ordinance and Second Amendment to Development Agreement](#)
[3 - Project Application and Justification Statement](#)
[4 - Comment Letters from Public](#)

*A motion was made by Vice Chairman Holt and seconded by Commissioner Harris to approve the Spring Lake Specific Plan - Turn of The Century (PLNG15-00036) General Plan and Specific Plan Amendments and Development Agreement Amendment. The motion was carried by the following vote:
Ayes: Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris, Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John Murphy and Commissioner Elodia Ortega-Lampkin.*

I. Business Items

No items presented.

J. Staff or Commissioner Comments

No Comments.

K. Adjournment

Meeting was adjourned at 8:20 pm

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



City of Woodland

Meeting Minutes - Draft

Planning Commission

City of Woodland Planning
Commission
c/o Community
Development Department
300 First Street
Woodland, CA 95695
530-661-5820

Thursday, September 17, 2015

6:30 PM

Council Chambers

Please note: The numerical order of items on this agenda is for convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. Call to Order

Meeting was called to order at 6:30 pm

Staff Present:

Ken, Hiatt, Director

Cindy Norris, Principal Planner

Erika Bumgardner, Senior Planner

Jeff Ballantine, Assistant Planner

B. Roll Call

Present 5:

Vice Chairman Chris Holt, Commissioner Steve Harris, Commissioner Marco

Lizarraga, Commissioner Fred Lopez and Commissioner John Murphy

Absent 2:

Chairman Kirby Wells and Commissioner Elodia Ortega-Lampkin

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

F. Communications from the Public

No public comments received.

G. Approval of Minutes

No minutes were presented.

H. Public Hearing

[16-102](#)

Del Taco Conditional Use Permit/Design Review: Request for a Conditional Use Permit to allow the construction of a 2,420 square

foot drive-thru restaurant on 0.82 acres at 1368 East Main Street in the General Commercial Zone.

Location: 1368 East Main Street

Applicant/Owner: Del Taco/WC Investors LLC

Environmental Report: Categorical Exemption

APN 066-030-035

Project Planner: Jeff Ballantine, Assistant Planner

Staff Recommendation: Approval with Conditions

Attachments: [Attachment 1 - Planning Commission Resolution.pdf](#)
 [Attachment 2 - General Application.pdf](#)
 [Attachment 3 - Landscape Plans.pdf](#)
 [Attachment 4 - Floor Plans.pdf](#)

*A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to approve Del Taco Conditional Use Permit/Design Review; a Request for a Conditional Use Permit to allow the construction of a 2,420 square foot drive-thru restaurant on 0.82 acres at 1368 East Main Street in the General Commercial Zone. The motion was carried by the following vote:
Ayes: Vice Chairman Holt and Commissioners Harris, Lizarraga, Lopez and Murphy.*

[16-081](#)

Verizon Cell Tower Conditional Use Permit: Request for a Conditional Use Permit to allow the construction and operation of an 85-foot tall telecommunications cellular tower and the installation of related ground equipment on an approximate 323.3 square foot lease area at 520 West Street (Lee Middle School). The tower will replace an existing 70-foot tall light standard at the school's baseball field; the field lighting will be replaced on the cell tower at its current positioning.

Location: 520 West Street - Lee Middle School

Applicant/Owner: Verizon Wireless/Woodland Unified School District

Environmental Report: Categorical Exemption

APN 065-250-059

Project Planner: Jeff Ballantine, Assistant Planner

Staff Recommendation: Approval with Conditions

- Attachments:** [1 - Planning Commission Resolution](#)
[2 - Application, Vicinity Map, Photo Simulation.pdf](#)
[3 - Radio Frequency](#)
[4 - Alternative Site Analysis](#)
[5 - Statement of Support, WJUSD](#)
[6 - New Build Coverage Maps](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to approve Verizon Cell Tower Conditional Use Permit; a Request for a Conditional Use Permit to allow the construction and operation of an 85-foot tall telecommunications cellular tower and the installation of related ground equipment on an approximate 323.3 square foot lease area at 520 West Street (Lee Middle School). The motion was carried with the removal of condition 18 by the following vote:

Ayes: Vice Chairman Holt and Commissioners Harris, Lizarraga, Lopez and Murphy.

I. Business Items

No items presented.

J. Staff or Commissioner Comments

Commissioner Lizarraga expressed a desire to see a public art policy come forward in light of concern over upcoming project reviews.

K. Adjournment

Meeting was adjourned at 7:15 pm

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.

Legislation Text

1.

File #: 16-165, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: Presentation of Certificate of Appreciation for Robert Orlins**

Recommendation for Action: Staff recommends that the City Council present a Certificate of Appreciation to Robert Orlins for his years of service on the Historical Preservation Commission.

Staff Contact

Erika Bumgardner, Senior Planner

Report in Brief

The City Council wishes to recognize the years of service, leadership and dedication to the City of Woodland by Robert Orlins as a member of the Historical Preservation Commission for eight years.

Mr. Orlins has been a member of the City of Woodland Historical Preservation Commission since 2007, and in that time has served in a leadership capacity as Chair to the Commission. Mr. Orlins' professional background as an archaeologist brought a unique awareness of cultural and historic concerns to his role as a Preservation Commission member.

Conclusion

The City Council extends its sincere appreciation to Robert Orlins for his eight years of service and wishes him well in all future endeavors.

Prepared by: Erika Bumgardner, Senior Planner

Reviewed by: Cindy Norris, Principal Planner



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Certificate of Appreciation

City of Woodland

CERTIFICATE OF APPRECIATION RECOGNIZING ROBERT ORLINS' EIGHT YEARS OF SERVICE TO THE CITY OF WOODLAND'S HISTORICAL PRESERVATION COMMISSION

WHEREAS, Robert Orlins was appointed to the City of Woodland Historical Preservation Commission in 2007 and has served for eight years on the Commission. His background in archaeology provided a unique perspective regarding cultural and historic concerns in his role as a Commission member; and

WHEREAS, Mr. Orlins has served as Chairman of the Historical Preservation Commission during his tenure; and

WHEREAS, Mr. Orlins' outstanding professional skills and dedication to service have been essential in his time on the Historical Preservation Commission; and

WHEREAS, Mr. Orlins has been a resident of the City of Woodland for 50 years, originally moving to Woodland from the Bay Area to begin graduate studies in Archaeology at the University of California, Davis. Mr. Orlins began working as an archaeologist in 1959 at prehistoric sites in the Bay Area; his career later taking him to sites throughout California, Nevada, Egypt, Mexico and the Polynesian Islands; and

WHEREAS, Mr. Orlins directed projects for the University of California Davis and Sonoma State University and spent most of his career working at California State Parks as well as locally in Old Sacramento prior to its development as a State Park; and

WHEREAS, Mr. Orlins has contributed greatly to the City of Woodland through his work related to Woodland's Chinatown and salvage excavations in the basement of the Woodland Opera House prior to its stabilization and rebuilding as a performance venue, and through his service not only on the Historical Preservation Commission, but also on the Board of the Woodland Tree Foundation and as a hike leader and planner with the Woodland Outdoor Wanderers hiking group.

NOW, THEREFORE THE CITY OF WOODLAND HISTORICAL PRESERVATION COMMISSION DOES HEREBY thank Robert Orlins for his years of service and congratulates him upon his resignation from the Historical Preservation Commission on the 16th day of September, 2015, and wishes him well in all future endeavors.

Tom Stallard, Mayor

William L. Marble, Mayor Pro Tempore Jim Hilliard, Council Member

Sean Denny, Council Member Angel Barajas, Council Member

Legislation Text

2.

File #: 16-143, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** October 20, 2015**SUBJECT:** Approve Contract with West Yost Associates for development of the 2015 Urban Water Management Plan Update Project, CIP 14-09

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute the consultant services agreement with West Yost Associates (WYA) for the update to the Urban Water Management Plan Project, CIP 14-09, for an amount not to exceed \$68,200.

Staff Contact

Tim Busch, Principal Utilities Civil Engineer, 530-661-5963, tim.busch@cityofwoodland.org

Fiscal Impact

This project is included in the approved Capital Improvement Program Budget under CIP #14-09 Water Master Plan Update. The CIP includes approximately \$125,000 to complete the update to the Urban Water Management Plan including both consultant and staff time.

There is no impact to the General Fund.

Background

The State of California Department of Water Resources (DWR) requires urban water suppliers to update the Urban Water Management Plan (UWMP) every five years. The last update was in 2010. The DWR is finalizing the guidelines for the development of the 2015 UWMP and has set a deadline of July 1, 2016 to submit the completed 2015 UWMP. The UWMP is required under Sections 10608-10656 of the Water Code.

Discussion

WYA was selected for the project through a Quality Based Selection (QBS) process and is on the list of consultants selected for design of water and sewer projects. WYA has also been working with the City for several years and has a deep understanding of the City's water utility and prepared the 2010 UWMP.

Although the DWR has not yet issued final guidelines for the development of the 2015 UWMP, DWR has indicated that the deadline will remain at July 1, 2016. The guidelines are nearly finalized and have been completed to the extent that work may begin on the UWMP.

The project scope includes an optional task to evaluate compliance with the Water Conservation Bill of 2009 SBX 7-7. SBX 7-7 was enacted in 2009 by the DWR requiring urban water suppliers to increase water use

efficiency. SBX 7-7 requires a reduction in per capita urban water use of 20% by December 31, 2020. As part of the development of the UWMP, WYA will evaluate whether the SBX 7-7 targets require revision. This effort will be closely coordinated with City staff.

Conclusion

Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute the consultant services agreement with West Yost Associates (WYA) for the update to the Urban Water Management Plan Project, CIP 14-09, for an amount not to exceed \$68,200.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution

Attachment B - Scope of work

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE THE CONTRACT WITH WEST YOST ASSOCIATES FOR THE
DEVELOPMENT OF THE 2015 URBAN WATER MANAGEMENT PLAN
PROJECT, CIP 14-09**

WHEREAS, the project is funded under CIP #14-09 Water Master Plan Update and has an approved budget of \$125,000; and

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

WHEREAS, the State of California Department of Water Resources (DWR) requires urban water suppliers to update the Urban Water Management Plan (UWMP) every five years. The last update was in 2010. The DWR has set a deadline of July 1, 2016 to submit the completed 2015 UWMP.

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 with West Yost Associates for a total amount not to exceed \$68,200. 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 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 20th day of October 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



June 15, 2015

SENT VIA: EMAIL

Mr. Tim Busch
City of Woodland
300 First Street
Woodland CA 95695

SUBJECT: Proposal for Engineering Services—Preparation of 2015 Urban Water
Management Plan

Dear Mr. Busch:

Per your request, presented herein is West Yost Associates' (West Yost) proposal to provide the City of Woodland (City) with engineering services related to the preparation of your 2015 Urban Water Management Plan (UWMP).

Over the last several years, UWMPs have assumed a very important role in water supply planning and management for communities in California. UWMPs have become the foundational documents which cities and water agencies use to develop water supply assessments, demonstrate compliance towards required water use targets, and other key water supply reliability documents to support water services to adopted General Plans and established Spheres of Influence.

But with the current unprecedented water supply conditions in California, development of the 2015 UWMPs comes at a pivotal time. Current drought conditions have resulted in unprecedented State mandates for water conservation and have led to the passage of the Sustainable Groundwater Management Act of 2014. These actions will impact all water suppliers and all water users in the State and must be addressed in the City's 2015 UWMP. With the improving economy statewide, the need for reliable water supplies to serve existing customers, as well as new development, the City's 2015 UWMP is more critical than ever. Also, 2015 is the first compliance year for the interim water use targets required by the Water Conservation Act of 2009 (SBx7-7).

The 2015 UWMP Update will also have to be closely tied to and integrated with the City's other existing plans and on-going projects, as well as be coordinated with the Woodland-Davis Clean Water Agency (WDCWA). Lastly, the City's 2015 UWMP will need to comply with new requirements for 2015 UWMPs as specified in the California Water Code and in the Department of Water Resources (DWR) Guidebook for the Preparation of 2015 UWMPs which is currently being prepared by DWR and is anticipated to be finalized in July 2015.

PROJECT EXPERIENCE/TEAM QUALIFICATIONS

West Yost has assisted numerous water districts and municipal agencies in the preparation of their UWMPs, water master plans and supply plans, water distribution system hydraulic modeling and water transfer work for the last 25 years, and is familiar with the water supply issues in the City's

service area. West Yost's project team has prepared numerous UWMPs ranging in scope from assisting staff of municipal water agencies with peer review and guidance on specific technical issues, to completing the entire UWMP Update.

Success on the City's 2015 UWMP requires an experienced and effective project team that will work collaboratively with the City to prepare a meaningful 2015 UWMP which meets the California Water Code requirements, California DWR guidelines, and the City's current and future water supply planning needs. West Yost has that team, consisting of uniquely-qualified individuals that have an extensive record of successfully preparing UWMPs—all of the 2010 UWMPs prepared by West Yost were deemed complete by DWR without any required revisions or questions, including the City's 2010 UWMP.

Brenda Estrada will be the Project Manager and will be your direct point of contact with the West Yost team, responsible for directing the work of the West Yost project team and collaborating with City staff. Brenda has over 17 years of experience and has worked with several cities and water agencies on their UWMPs and SBx7-7 compliance.

Working with Brenda on this project will be: Mandy Ott who will assist Brenda in the preparation of the 2015 UWMP; Elizabeth Drayer will be in charge of Quality Assurance and Quality Control and will review all work products to ensure that all of our deliverables meet your needs and exceed your expectations; and Gerry Nakano will serve as Principal-in-Charge and will oversee the project to ensure that West Yost's resources are made available to meet your project's technical and schedule objectives.

PROJECT UNDERSTANDING

The overall objective of this project will be to prepare a comprehensive and concise 2015 UWMP for the City which complies with new requirements for 2015 UWMPs, as specified in the California Water Code and in the DWR Guidebook for the Preparation of 2015 UWMPs, which will be adopted by City Council for submittal to DWR by the July 1, 2016 deadline.

West Yost has prepared a proposed scope of work which includes a clear plan and focused methodology for completing the 2015 UWMP which addresses current water supply issues and involves City staff in key project activities. Key project elements include the following:

- Reviewing and updating the City's water demand projections;
- Reviewing and updating the City's supply availability and reliability, and the availability and reliability of any other potential future supply sources;
- Comparing available supplies to existing and projected demands, particularly during drought periods when "normal" supply quantities are not available;
- Reviewing the City's SBx7-7 per capita water use targets and confirming compliance with the City's adopted 2015 per capita water use target;
- Reviewing and updating (if necessary) the City's Water Shortage Contingency Plan, especially considering the recent unprecedented State-mandated water use restrictions in response to the on-going drought conditions;

- Preparing an Administrative Draft 2015 UWMP for City staff review and comment;
- Preparing a Draft 2015 UWMP for public and interested stakeholder review and comment;
- Conducting a public hearing to receive public comments; and
- Preparing a Final 2015 UWMP for consideration and potential adoption by the City Council and submittal to DWR by July 1, 2016.

Our proposed Scope of Work is described below.

PROJECT SCOPE OF WORK

Task 1: Attend Meetings with City Staff

Task 1-1: Attend Kick-off Meeting and Develop Plan Preparation Strategy

Upon receiving Notice to Proceed, West Yost will schedule a kick-off meeting with City staff. The main purpose of the meeting will be to discuss preparation of the 2015 UWMP, data requirements, plan objectives, and to define roles and responsibilities of City staff and West Yost for the preparation of the 2015 UWMP. The following items will be discussed at the kick-off meeting:

- Proposed organization of the 2015 UWMP;
- Proposed schedule for the preparation of the 2015 UWMP;
- Receive copies of City data and current plans and studies pertinent to the 2015 UWMP; and
- Set dates and times for progress meetings (see Task 1-2).

Based on the meeting discussion, West Yost will prepare a detailed chapter outline for the 2015 UWMP including a description of chapter contents, primary author responsibilities (City or West Yost) and due dates for completion of the various sections of the 2015 UWMP. This chapter outline will then be referenced during the progress meetings to track progress.

West Yost will also prepare a schedule for the preparation of the 2015 UWMP using Microsoft Project, showing key milestone dates including completion of the Administrative Draft and Draft 2015 UWMPs, public notice requirements, public review and comment periods, public hearing dates, and dates for consideration of 2015 UWMP adoption by the City Council. Establishing and meeting these milestone dates will be critical for the efficient and timely development of the 2015 UWMP, and the ability to meet the July 1, 2016 deadline for City Council adoption and submittal to DWR.

Task 1-2: Progress Meetings

Throughout the preparation of the 2015 UWMP, West Yost will coordinate with City staff on the progress of the project. This coordination is assumed to occur via conference calls with key City and West Yost staff. For budgeting purposes, West Yost has assumed that twelve (12) one-hour conference calls will be conducted at regular intervals during the preparation of the 2015 UWMP. During these calls, progress on the various aspects of the 2015 UWMP by West Yost and the City will be discussed, along with any issues or concerns being encountered. Progress in meeting the

key milestone dates established in the project schedule will also be discussed. These coordination calls will assist in keeping the project on-schedule.

Task 2 – Provide Technical Assistance Related to SBx7-7 Compliance

Task 2-1: Review and Confirm SBx7-7 Targets and 2015 Compliance

The 2015 UWMP provides the City with the opportunity to review and revise, if needed, the adopted SBx7-7 per capita water use targets. In this task, the City's previously adopted per capita water use targets will be reviewed and evaluated, and compliance with 2015 per capita water use target will be discussed with City staff.

Task 2-2: Revise SBx7-7 Targets (OPTIONAL TASK)

If the Task 2-1 review indicates that the City's SBx7-7 targets should be revised, West Yost will assist the City with the revision and subsequent adoption of revised SBx7-7 targets. West Yost will provide support related to the required public hearing for the adoption of revised SBx7-7 targets, if required. Specific support tasks will include assistance with the development of a PowerPoint presentation for the public hearing (including providing key graphics) and attendance at the public hearing to assist in responding to any questions from the City Council and/or the public. It is assumed that the City will prepare the required notices for the public hearing.

This task is considered to be an optional task which will be performed by West Yost only if requested by the City, and a corresponding budget augmentation and schedule extension are authorized by the City.

Task 3 – Prepare Administrative Draft 2015 UWMP

Task 3-1: Prepare/Compile Required UWMP Sections

Under this task, West Yost will prepare specific sections of the 2015 UWMP and integrate these with sections to be prepared by the City. The City's 2010 UWMP will be used as the base document and sections will be revised and updated as needed to comply with the specific requirements for 2015 UWMPs, and to update demand and supply data and projections as needed. Table 1 lists the specific sections anticipated for the 2015 UWMP based on DWR's currently published draft guidelines, and includes the responsible party for preparation of each of those sections.

Task 3-2: Develop Water Demand Projections

As shown in Table 1, West Yost will work with City staff to develop water demand projections based on previous projections presented in the 2010 UWMP, updated based on updated population projections and the City's projected future per capita water use.

Task 3-3: Prepare Administrative Draft 2015 UWMP for City Review and Comment

Upon completion of the 2015 UWMP sections as described in Task 3-1, West Yost will prepare an Administrative Draft 2015 UWMP for City staff review and comment. The Administrative Draft 2015 UWMP will include the plan appendices. Two (2) bound hard copies of the Administrative Draft 2015 UWMP will be provided along with a PDF copy of the document for the City's review and comment.

Table 1. 2015 UWMP Preparation Responsibilities	
UWMP Section	Responsibilities
Section 1. Plan Preparation	- The City will provide a written description and documentation of coordination with the public and other agencies - West Yost will prepare the draft Introduction and Plan Coordination section of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City
Section 2. System Description	- The City will provide updates to the written description of the physical service area and will provide historical and projected (through 2040) service area population data - West Yost will work with City staff to update required maps including a jurisdictional area map, service area map, distribution area map, and system schematic - West Yost will prepare the draft Service Area Description section of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City
Section 3. System Demands	- The City will provide updates to the historical demand data and a written description of the City's water use reduction plan - The City will provide written descriptions of its water loss reporting policies and procedures - West Yost will develop demand projections through 2040 and will incorporate SBx7-7 targets into the projections - West Yost will prepare the draft Water Demand section of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City
Section 4. Baselines and Targets	- This section is a new requirement for the 2015 UWMPs - West Yost will prepare the Draft Baseline and Targets section of the 2015 UWMP
Section 5. System Supplies	- The City will provide updates to the written descriptions of existing water sources, including: WDCWA supplies, groundwater supplies and recycled water supplies - West Yost will work with the City to prepare updated descriptions of water transfer opportunities, desalinated water opportunities, and future water projects - WDCWA will provide updates to the general written descriptions of imported (purchased) supplies and agreements - West Yost will prepare the draft Water Supply section of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City and WDCWA
Section 6. Water Supply Reliability	- The City will provide written descriptions of water supply reliability, water quality, and drought planning - West Yost will prepare the draft Water System Reliability and Water Quality sections of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City
Section 7. Water Shortage Contingency Planning	- The City will provide a written description of the Water Shortage and Drought Contingency Plan and will prepare the required revenue and expenditure analysis - West Yost will prepare the Water Shortage Contingency Plan section of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City
Section 8. Demand Management Measures	- The City will provide a written description of the City's current and planned implementation of the Demand Management Measures - The City will provide a copy of the City's current Water Use Reduction Plan - West Yost will prepare the draft Demand Management Measures section of the 2015 UWMP, including any required DWR tables, incorporating the information received from the City
Section 9. Climate Change (optional)	- WDCWA will provide a written description of climate change as it pertains to the imported (purchased) supplies - West Yost will work with the City to prepare a description of the potential localized impacts of climate change - West Yost will prepare the draft Climate Change section of the 2015 UWMP incorporating the information received from the City. - It should be noted that this section of the 2015 UWMP is optional as there is no current legislative requirement for it; therefore, the level of detail to be provided in the 2015 UWMP will be minimal.
Section 10. Water Energy (optional)	It should be noted that this section of the 2015 UWMP is optional as there is no current legislative requirement for it; therefore, the level of detail to be provided in the 2015 UWMP will be minimal

Task 3-4: Prepare DWR 2015 UWMP Checklist

Upon completion of the Administrative Draft 2015 UWMP, West Yost will complete DWR's UWMP Checklist to ensure that all of the required elements for the 2015 UWMP have been addressed. A copy of the completed checklist will be included in an appendix of the 2015 UWMP to demonstrate to DWR that all of the required elements have been addressed and have been included, and it will specify where they are located within the City's 2015 UWMP.

Task 4 – Prepare Draft 2015 UWMP

Upon receipt of a consolidated set of written comments from City staff on the Administrative Draft 2015 UWMP, West Yost will incorporate comments and prepare the Draft 2015 UWMP for public review. Five (5) bound hard copies of the Draft 2015 UWMP will be provided along with a PDF copy of the document for the City's distribution to interested stakeholders and the public.

Task 5 – Provide Support Related to Public Hearing for Draft UWMP

West Yost will provide support to City staff related to preparing for and conducting a public hearing for the Final Draft 2015 UWMP. Specific support tasks will include assistance with the development of a Microsoft PowerPoint presentation for the public hearing (including providing key graphics) and attendance at the public hearing to assist in responding to any questions from the City Council and/or the public. It is assumed that the City will prepare the required notices for the public hearing and prepare the staff report for the City Council agenda package.

Task 6 – Prepare Final 2015 UWMP

Upon receipt of written comments from the public and the City Council on the Draft 2015 UWMP, West Yost will incorporate comments and prepare the Final 2015 UWMP for consideration for adoption by the City Council. Ten (10) bound hard copies of the Final 2015 UWMP will be provided along with a PDF copy of the document for the City's distribution. West Yost will also assist the City with electronic submittal of the Final 2015 UWMP to DWR.

Task 7 – Respond to Questions/Comments from DWR

In this task, West Yost will provide the City with assistance in responding to DWR comments on the submitted Final 2015 UWMP, if any. Because the exact nature of DWR's comments cannot be determined at this time, our level of effort to respond cannot be specifically estimated. However, for budgetary purposes, up to 8 hours of senior-level engineering support has been estimated.

SCHEDULE

West Yost will work with City staff to meet the required deadline for adoption and submittal of the 2015 UWMP to DWR by July 1, 2016, assuming that West Yost receives the notice to proceed from the City by July 1, 2015, and receives reported data in a timely manner from the City.

COMPENSATION

West Yost will provide the above described Basic Scope of Work on a time and materials basis, at the billing rates set forth in West Yost's attached Billing Rate Schedule (Attachment A), for a not-to-exceed budget of \$58,700 (not including optional task), or \$68,200 (including optional task). The costs associated with performing the Basic Scope of Work described above are summarized in Table 2. As described above, and as shown in Table 2, there is one optional task which will be performed by West Yost only if requested and authorized by the City.

Table 2. Estimated Level of Effort and Costs		
Task Description	Level of Effort, hours	Costs, dollars
Task 1: Attend Meetings with City Staff	26	5,600
Task 2: Provide Technical Assistance Related to SBx7-7 Compliance	18	3,300
Task 3: Prepare Administrative Draft 2015 UWMP	180	35,000
Task 4: Prepare Draft 2015 UWMP	20	4,600
Task 5: Provide Support Related to Public Hearing for Draft UWMP	16	3,200
Task 6: Prepare Final 2015 UWMP	18	5,100
Task 7: Respond to Questions/Comments from DWR	8	1,900
Total Basic Scope of Work	286	58,700
Task 2-2: Revise SBx7-7 Targets (OPTIONAL TASK)	50	9,500
Total Optional Task	50	9,500
Total Basic Scope of Work with Optional Task	336	68,200

Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the City.

We look forward to assisting the City on this project. Please do not hesitate to call me at (530) 792-3250, if you have any questions or require additional information.

Sincerely,

WEST YOST ASSOCIATES



Brenda J. Estrada, P.E.
Project Manager

Attachment: Exhibit A – West Yost Associates 2015 Billing Rate Schedule

2015 Billing Rate Schedule Engineering

(Effective January 1, 2015 through December 31, 2015)*

Position	Labor Charges (dollars per hour)
Principal/Vice President	239
Engineering/Scientist/Geologist Manager II	228
Engineering/Scientist/Geologist Manager I	219
Principal Engineer/Scientist/Geologist II	211
Principal Engineer/Scientist/Geologist I	199
Senior Engineer/Scientist/Geologist II	187
Senior Engineer/Scientist/Geologist I	178
Associate Engineer/Scientist/Geologist II	169
Associate Engineer/Scientist/Geologist I	158
Engineer/Scientist/Geologist II	148
Engineer/Scientist/Geologist I	128
Senior GIS Analyst	174
GIS Analyst	164
CAD Supervisor	138
Senior CAD Designer	120
CAD Designer	107
Engineering Aide	72
Technical Specialist IV	135
Technical Specialist III	120
Technical Specialist II	104
Technical Specialist I	87
Administrative IV	109
Administrative III	99
Administrative II	82
Administrative I	65

- Technology and Communication charges including general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 6% of West Yost labor.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

Continues on following page

*This schedule is updated annually

2015 Billing Rate Schedule Engineering

(Effective January 1, 2015 through December 31, 2015)*

SURVEYING AND EQUIPMENT CHARGES

Position	Labor Charges (dollars per hour)
GPS, 3-Person	365
GPS, 2-Person	317
GPS, 1-Person	246
Survey Crew, 2-Person	268
Survey Crew, 1-Person	202

EQUIPMENT CHARGES

Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	17	83
pH Meter	5	26
Automatic Sampler	130	712
Transducer/Data Logger	41	206
Hydrant Pressure Gage	12	50
Hydrant Pressure Recorder (HPR)	—	206
Hydrant Wrench	5	33
Pilot Diffuser	29	134
Well Sounder	29	134
Ultrasonic Flow Meter	—	269
Vehicle	88	445
Velocity Meter	12	65
Water Quality Multimeter	176	964
Thickness Gage	—	71

*This schedule is updated annually

Legislation Text

3.

File #: 16-144, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** October 20, 2015**SUBJECT:** Final Acceptance and Notice of Completion for Kentucky Avenue Sewer Rehabilitation Project, CIP 15-13

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Kentucky Avenue Sewer Rehabilitation Project, CIP 15-13, construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Staff Contact

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

Fiscal Impact

The project was authorized in the FY2014/15 Capital Budget with a total budget of \$560,000 of Sewer Enterprise Funding. \$50,000 of additional Sewer Enterprise Funds was transferred at the time the construction contract was awarded to cover the contract, plus contingency, and staff time. During construction, unforeseen conditions led to a significant change of construction methods and a contract change order which required an additional reallocation of \$65,000 of Sewer Enterprise Funds bringing the total project budget to \$675,000. Of the total project budget, \$623,164 was construction, and the remainder was the cost of construction management, inspection and staff time.

There is no impact to the City's General Fund.

Background

The interceptor sewer along Kentucky Avenue is a major sewer trunk line. Segments of the pipe were constructed with cast iron pipe. This material is subject to hydrogen sulfide corrosion in sanitary sewer applications. The sewer line was inspected using the City's Closed Circuit Television Van as part of the City's routine inspection. During the inspection it was noted that there was severe deterioration of the cast iron pipeline material. Three segments along Kentucky Avenue were identified for rehabilitation (I-5 crossing, east of I-5, and Pioneer Avenue intersection). These existing pipeline segments were installed in 1965 and had reached the end of their useful life.

The project, as it was originally defined, involved rehabilitating the three segments of cast iron pipe utilizing slip-line and cured-in-place-pipe (CIPP) lining construction methods. Slip-lining is a process by which new PVC pipe is pushed into the old damaged pipe and grout is injected into annular space between the old pipe and the new. In CIPP lining, a flexible, resin-saturated felt tube is inverted thru the existing pipe, expanded with air or water pressure, and steam is used to cure the resin and form a tight-fitting, jointless and corrosion-resistant

replacement pipe. The original construction contract required slip-lining at two locations and CIPP lining at a 3rd location.

During construction, a heavy build-up of mineralized deposits was discovered upon excavation of the insertion pits at the two locations to be slip-lined (under Interstate 5 and crossing Kentucky Avenue). The build-up was present in the CCTV videos reviewed at the time of project design, but was assumed to be grease, which is a more common occurrence in sewer pipelines. Until the pipeline was exposed for closer inspection, there was no way to tell that the build-up was in fact a hardened encrustation. Several attempts were made to remove the encrustation using high-pressure jetting and a chain flail, but these conventional cleaning methods proved to be ineffective in removing the build-up. Staff worked with the contractor to research alternative heavy cleaning technologies to remove the hardened material, but a reliable, cost-effective solution could not be found. The encrustation had reduced the inside diameter of the pipe to a point where slip-lining the pipe was not feasible.

The solution was to abandon the slip-lining method and rehabilitate the pipe line by CIPP lining. As such, a change order was approved by Council on August 18, 2015 to remove the slip-line work from the contract and add in the work to rehabilitate the pipeline by CIPP lining.

In the end, all three pipe segments were successfully rehabilitated by CIPP lining methods.

The project cost breakdown is as follows:

Construction	\$498,560
Change Orders	\$124,604
Total Construction	\$623,164
Construction Management/Inspection	\$9,500
Staff Time/Project Management	\$11,000
Total Project Costs	\$643,664
Total Project Budget	\$675,000

One notable consideration in the total change order amount is that the cost of the unused Vylon (slip-line) pipe was included. At the time the encrustation was discovered, the pipe had already been ordered and delivered to the site. The cost of the pipe is \$85,000 and represented the majority of the change order cost. The pipe was special ordered in 3-foot segments making restocking a cost prohibitive option. Staff has identified an upcoming rehabilitation project for the East Beamer Street trunk sewer as a suitable application of the Vylon pipe. The Beamer trunk main is a reinforced concrete pipe (RCP), which is experiencing erosion, so sliplining will not be an issue along the Beamer Trunk sewer. If the cost of the Vylon pipe were to be ignored, the total change order cost would be \$39,604 and within the original 10% contingency.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, accepting the Kentucky Avenue Sewer Rehabilitation Project, CIP 15-13, construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Prepared by: Ed Wisniewski, Associate Civil Engineer

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

ATTACHMENTS:

Attachment A - Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT
THE KENTUCKY AVENUE SEWER REHABILITATION PROJECT (CIP 15-13)
CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO
FILE A NOTICE OF COMPLETION.**

WHEREAS, The Kentucky Avenue Sewer Rehabilitation Project (CIP 15-13) is fully funded in the Capital Budget for \$675,000.00; and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on September 16, 2014; and the City of Woodland advertised for bids on February 6, 2015; and

WHEREAS, the City Council on, March 17, 2015; authorized the City Manager to award and execute a construction contract with McGuire and Hester; and

WHEREAS, the construction of the Project began in May 4, 2015 and was completed on September 15, 2015.

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

Section 1. The City Council hereby accepts the Kentucky Sewer Rehabilitation Project, CIP 15-13 as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Kentucky Sewer Rehabilitation Project, CIP 15-13.

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 #: 16-151, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: Adoption of Post-Construction Stormwater Requirements**

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Post Construction Standards Plan which has been developed to comply with the State Water Resources Control Board Order No. 2013-0001-DWQ, NPDES Permit No. CAS000004 (“General Permit”) and requires all construction projects to be planned, designed, and constructed in accordance with the City’s Post Construction Standards Plan.

Staff Contact

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

Fiscal Impact

Costs to meet the post-construction stormwater requirements for project proponents will increase. These requirements will apply to both development projects and City sponsored capital projects.

Background

On February 5, 2013, the State Water Resources Control Board (State Board) adopted a new stormwater permit (General Permit) for small municipal separate storm sewer systems (MS4s). The General Permit, which became effective on July 1, 2013, replaces the original MS4 permit adopted by the State Board. The General Permit implements the federal Clean Water Act and California’s Porter-Cologne Water Quality Act, and applies to municipalities such as Woodland.

The General Permit establishes more stringent programming and compliance requirements for all municipal permittees than were in the 2003 permit. One of the requirements of the General Permit is that within the second year of the new permit (by July 1, 2015), the City have adequate legal authority to comply with the General Permit. Specifically, the City must have legal authority to control discharges from the MS4 to effectively prohibit non-stormwater from entering the MS4, and to require compliance with appropriate best management practices.

The City Council had a first and second reading of Ordinance No. 1577 on April 7, 2015 and May 5, 2015 respectively, replacing Chapter 23D and amending sections 14A-1-3, 25-2-40, 25-22-10, and 25-22-20 of the Woodland Municipal Code relating to urban stormwater quality management and discharge control. Ordinance No. 1577 was adopted by the City Council on May 5, 2015.

Discussion

Section E.12 of the General Permit requires that within the second year of the permit (by July 1, 2015), municipal permittees, such as Woodland, are to implement post-construction standards consistent with the General Permit. The adoption of Ordinance No. 1577, Section 23D-4-30(a) of the Woodland Municipal Code also required that all development projects must be planned, designed, and constructed consistent with a Post-Construction Standards Plan that has been adopted by Council Resolution.

City staff, in collaboration WGR Southwest, Inc. and several other Central Valley MS4 municipalities, developed a Post-Construction Standards Plan as a guidance document on stormwater post-construction design measures for developers and plan checkers. The Post-Construction Standards Plan has been in use by the City since July 1, 2015 and City staff is asking for the City Council to adopt the Plan by Council Resolution.

City staff is asking that Council authorize the City Engineer to make corrections or clarifications as necessary to the Post-Construction Standards Plan so the Plan properly implements the General Permit requirements.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the Post Construction Standards Plan which has been developed to comply with the State Water Resources Control Board Order No. 2013-0001-DWQ, NPDES Permit No. CAS000004 ("General Permit") and requires all construction projects to be planned, designed, and constructed in accordance with the City's Post Construction Standards Plan.

Prepared by: Chris Fong, Senior Associate Civil Engineer

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



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution

Attachment B - City of Woodland's 2015 Post-Construction Standards Plan

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING A POST-CONSTRUCTION STANDARDS PLAN THAT REQUIRE ALL DEVELOPMENT PROJECTS BE PLANNED, DESIGNED, AND CONSTRUCTED IN COMPLIANCE WITH THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2013-0001-DWQ, NPDES PERMT NO. CAS000004 (“GENERAL PERMIT”)

WHEREAS, the City of Woodland (“City”) owns and maintains a municipal separate storm sewer system (“MS4”) that collects and conveys stormwater runoff from properties within the City’s jurisdiction; and

WHEREAS, the State Water Resources Control Board (“State Board”) adopted a new stormwater permit (“General Permit”) on February 5, 2013; and

WHEREAS, the City Council (“Council”) passed Ordinance No. 1577 on May 5, 2015, which replaced Change 23D and amended Sections 14A-1-3, 25-2-40, 25-6-01, 25-22-10, and 25-22-20 of the Woodland Municipal Code relating urban stormwater quality management and discharge; and

WHEREAS, the Council wishes to adopt a Post-Construction Standards Plan as required by the General Permit; and

WHEREAS, Chapter 23D of the Woodland Municipal Code requires the Post-Construction Standards Plan to be adopted by 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 this Resolution to adopt the Post-Construction Standards Plan.

Section 2. Copies of the Post-Construction Standards Plan are available and on file in the City Clerk’s office, and are incorporated herein by reference and made a part of this Resolution.

Section 3. To authorize the City Engineer to make updates, amendments, corrections or clarifications as necessary to the Post-Construction Standards Plan so the Plan properly implements the General Permit requirements.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



POST- CONSTRUCTION STANDARDS PLAN

A GUIDANCE DOCUMENT ON STORM WATER
POST-CONSTRUCTION DESIGN MEASURES FOR
DEVELOPERS AND PLAN CHECKERS

TABLE OF CONTENTS

Contents

1	Introduction and Regulatory Requirements	1
1.1	Purpose of the Plan	1
1.2	Federal and State Regulatory Requirements	2
1.3	Regional Approach and Municipal Collaboration	3
1.4	Overview of the Post-Construction Requirements	3
1.5	Role of the Municipal Plan Checker	4
1.6	Role of the Project Proponent	5
2	Applicability	6
2.1	Small Projects 2,500 to 5,000 ft ²	6
2.2	Regulated Projects >5,000 FT ²	6
2.2.1	The 50% Rule	7
2.2.2	Effective Date of Applicability	8
3	The Submittal and Review Process	9
3.1	Ministerial (Non-Discretionary Building Permit) Projects	9
3.2	Discretionary (Plan Check) Projects	9
3.3	Capital Improvement / Municipal-Owned Projects	10
4	Requirements for Small Projects (2,500 to 5,000 ft ²)	11
4.1	Select Site Design Measures	11
4.2	Quantify the Runoff Reduction	14
4.3	Prepare the Submittal	15
5	Requirements for Regulated Projects	16
5.1	Specify Drainage Management Areas	16
5.2	Identify Applicable Source Controls	16
5.3	Incorporate Low Impact Development Design Standards	18
5.4	Select and Size Site Design and Treatment Control Measures	18
5.4.1	List of Site Design Measures and Associated Sizing Criteria	18
5.4.2	Volumetric Criteria	20

TABLE OF CONTENTS

5.4.3	Flow-Based Criteria	21
5.4.4	Allowed Variations and Exceptions	21
5.4.5	Municipality-Specific Design Requirements	23
5.5	Incorporate Hydromodification Management Measures	23
5.6	Prepare the Submittal	24
6	Operation and Maintenance of Post-Construction Measures	27
6.1	Long Term Plan for Conducting Regular Maintenance of Control Measures	27
6.2	Statement of Responsibility	28
6.3	Self-Certification Annual Reports	28
7	Municipal-Specific Information	29
7.1	Contact Information	29
7.2	The Plan Check Process	29
7.3	Municipal Code, Standards, and Appeals	29

TABLE OF CONTENTS

APPENDICES:

Appendix 1 - Glossary

Appendix 2 - Acronyms

Appendix 3 – Section E.12 of the Phase II MS4 Permit

Appendix 4 – Post-Construction Management Flow Chart

Appendix 5 – State of California Post-Construction Calculator

Appendix 6 – Volumetric Sizing Tool for Treatment Controls

Appendix 7 – Design Standard References

Appendix 8 – Post-Construction Project Worksheet

Appendix 9 – Stormwater Treatment Measure Access and Maintenance Agreement AND Sample O&M Plan

Appendix 10 – List of Collaborating Municipalities

LIST OF TABLES:

<i>Table 1 – List of Source Controls</i>	<i>17</i>
<i>Table 2 – LID Standards</i>	<i>18</i>
<i>Table 3 – Site Design and Treatment Control Measures</i>	<i>19</i>
<i>Table 4 - Rainfall Intensities and Flow-based Design Values</i>	<i>21</i>
<i>Table 5 – Allowed Design Variations</i>	<i>21</i>
<i>Table 6 – 2-Year, 24-Hour Storm Totals for Selected Locations</i>	<i>24</i>
<i>Table 7 – Hydrologic Soil Groups</i>	<i>25</i>

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INTRODUCTION AND REGULATORY REQUIREMENTS

1 Introduction and Regulatory Requirements

This Post-Construction Standards Plan was prepared for the City of Woodland to guide project proponents and municipal plan checkers through the various site design requirements of the Phase II Municipal Separate Storm Water Sewer System (MS4) Permit. This opening section describes the purpose of the plan; a background summary of the Federal and State regulations; the regional collaborative approach taken by many Central Valley municipalities; an overview of the post-construction site design requirements; and, finally, the roles and responsibilities of the plan checker and project proponent.

1.1 PURPOSE OF THE PLAN

According to the California State Water Resource Control Board (Water Board), urban storm water runoff is listed as the primary source of impairment for ten percent of all rivers, lakes and reservoirs, and seventeen percent of all estuaries in California.¹ While these numbers may not seem significantly large, considering that urban areas cover only six percent of the land mass of California², the impact that runoff from urban areas have on California's surface waters is disproportionately large. When the Water Board uses the term "urbanization", it is referring to the development of land through which the imperviousness percentage increases; meaning that buildings and hardscapes prevent water from infiltrating into the ground, thereby, causing it to flow off of the property. Increased urbanization through new development and redevelopment has been shown to cause more frequent storm water discharge events, higher peak flow velocities, and larger volumes of storm water runoff. These conditions, if not properly managed, can



Figure 1 - Channels, streams, and drainage ways are over taxed by increases in runoff caused by increased development and impervious surfaces.

affect water quality by mobilizing greater and more frequent loads of pollutants such as sediment, organic material, trash, nutrients, pathogens, heavy metals, and other toxic substances. These conditions also over tax existing natural and man-made drainage systems, causing accelerated erosion of channels and deposition of sediment and pollutants in estuaries, deltas, and basins. Conditions such as these could cause flooding and deterioration of waterways that, at one time, may have been adequate to handle expected runoff. This has a direct impact on municipalities by causing them to

perform more maintenance on existing systems and to develop new drainage systems with higher capacities. Urbanization and the resulting runoff can also impact

¹ Fact Sheet of the Phase II MS4 Permit, Order No. 2013-0001-DWQ, p. 33 - 34

² U.S. Department of Agriculture, 2009

INTRODUCTION AND REGULATORY REQUIREMENTS

the State's ability to realize the full potential of the beneficial uses of its surface waters.

Low Impact Development – A sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional storm water management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, Low Impact Development (LID) takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes. The goal of LID is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to the source of rainfall. LID has been a proven approach in other parts of the country and is seen in California as an alternative to conventional storm water management.

Source: Phase II MS4 Permit Glossary

The purpose of this document is to provide developers and municipal plan checkers with information on how to meet the State Water Board's requirements for mitigating the negative impact of increases in storm water runoff caused by new development and redevelopment. This document accomplishes this goal through the incorporation of Low Impact Development standards and hydromodification management techniques. Low Impact Development (LID) mitigates excessive runoff by the use of control measures that utilize evapo-transpiration, infiltration, capture / reuse, and biotreatment to mimic the runoff of a natural environment. Hydromodification techniques are used to design development sites so that post-construction runoff flow rates do not exceed those of the pre-construction conditions.

Using this document, developers will be equipped to provide a submittal package to the municipality as a part of its permitting or plan check process to adequately demonstrate how the project will meet the LID and hydromodification requirements.

Plan checkers will be able to use this document to objectively and sufficiently condition discretionary projects with the required post-construction storm water design requirements.

1.2 FEDERAL AND STATE REGULATORY REQUIREMENTS

The Federal Clean Water Act is the impetus behind all of these regulations to manage storm water discharges from new development and redevelopment projects. The Clean Water Act delegates authority to the States to issue National Pollutant Discharge Elimination System (NPDES) permits for discharges of storm water from construction, industrial, and municipal entities to Waters of the United States. Large and medium size municipalities were issued individual municipal NPDES permits in the first phase (Phase I) of the process. Subsequently, small municipalities identified by the State of California were required to obtain permit coverage under the Phase II General NPDES Permit for Municipal Separate Storm Water Sewer Systems (MS4). These Phase II MS4s (municipalities) are required to implement various storm water management programs, one of which is to require certain new development and applicable redevelopment projects to incorporate post-construction storm water control measures into their design that include LID and hydromodification techniques. The City of Woodland is one of the municipalities specified in the current Phase II MS4 Permit that must comply with these post-construction requirements, which are contained in Section E. 12 of Order No. 2013-0001-DWQ. (Refer to [Appendix 3](#) for copy of Section E.12 of the Phase II MS4 Permit.)

INTRODUCTION AND REGULATORY REQUIREMENTS

1.3 REGIONAL APPROACH AND MUNICIPAL COLLABORATION

The post-construction requirements are not new with this version of the Phase II MS4 Permit. The previous version of the permit also contained LID and post-construction requirements. For many years now, Phase I MS4s have been requiring development and redevelopment projects to include post-construction design measures into site designs. Even projects outside of an MS4 now have to incorporate post-construction and LID measures into their designs as required by the State's Construction General Permit. However, as this area of storm water management has grown to maturity, post-construction requirements and programs have changed significantly over the years to where there can be dramatic differences between the control measures required in two neighboring municipalities. This, obviously, can cause confusion for developers. With the roll out of the current Phase II MS4 Permit and the requirement for municipalities to, for the most part, completely overhaul their post-construction requirements to meet the Section E.12 requirements, an opportunity arose for many Phase II MS4s to work together and develop a consistent Post-Construction Storm Water Standards Plan. Collaboration on this task not only shares the cost of development with other MS4s, but also provides a standardized plan that developers will encounter in 17 different Central Valley municipalities. Another benefit is that it allows for regional training of plan checkers on this common plan, saving more cost and time for each municipality. Refer to [Appendix 10](#) for a list of the collaborating Central Valley municipalities.

1.4 OVERVIEW OF THE POST-CONSTRUCTION REQUIREMENTS

The Phase II MS4 Permit requires the City of Woodland to condition certain small projects with implementing one or more **Site Design Measures** that “treat” storm water runoff using methods to evapo-transpire, infiltrate, harvest and reuse, or biotreat. After proponents of small projects select the Site Design Measure(s), they are required to quantify the runoff reduction achieved through the implementation of those measures. This is done using the State Water Board's Post-Construction Calculator (which can be downloaded following the information provided in [Appendix 5](#)).

Proponents of larger projects are required to implement into their design and on-going activities specific **Source Control Measures** to minimize the impact of pollutant-generating activities. For example, if the project includes a permanent trash enclosure in its design, it will be required to be designed following the California Storm Water Quality Association's (CASQA) design standard SD-32; meaning, that among other requirements, the trash enclosure will need to have a wall or screen around it and a rain proof covering or container lids. This larger project will also need to incorporate into its design specific **Low Impact Development (LID) Standards** such as

Hydromodification - Modification of hydrologic pathways (precipitation, surface runoff, infiltration, groundwater flow, return flow, surface-water storage, groundwater storage, evaporation and transpiration) that results in negative impacts to watershed health and functions.

Source Control - Land use or site planning practices, or structural or nonstructural measures, that aim to prevent runoff pollution by reducing the potential for contact with rainfall runoff at the source of pollution. Source control BMPs minimize the contact between pollutants and urban runoff.

Source: Phase II MS4 Permit Glossary

INTRODUCTION AND REGULATORY REQUIREMENTS

concentrating development on portions of the site with less permeable soils and preserving areas that can promote infiltration. As with the smaller project, the larger project will need to implement one or more **Site Design Measures** to “treat” storm water, such as with permeable pavement or a green roof. But in the case of a larger project, the Site Design Measure(s) will have to be sized following one of two specified hydraulic sizing criteria. In addition, the project will be required to be designed to incorporate into it **Hydromodification Management Measures** that slow and minimize the amount of runoff so that, ideally, and where possible, there is no net-increase of the post-construction runoff flow rate compared to the pre-construction value for a 2-year, 24-hour storm event. The project proponent or subsequent property owner is required to maintain these storm water control measures in an effective condition for perpetuity.

1.5 ROLE OF THE MUNICIPAL PLAN CHECKER

The Phase II MS4 Permit states that the municipality “shall require these post-construction standards to be applied on applicable new and redevelopment regulated projects, both private development requiring municipal permits and public projects, to the extent allowable by applicable law.” Therefore, the role of the municipal plan checker is to verify that applicable projects have been properly conditioned with the post-construction standards. The plan checker will be responsible for performing the following tasks:

- Since LID is integral with the design, communication of post-construction submittal requirements shall be included in land use permits or conditions of approval.
- Perform an initial review of the submitted post-construction package including the completed Post-Construction Project Worksheet (included in [Appendix 8](#)) and the Operation and Maintenance Plan and Certificate of Responsibility ([Appendix 9](#)).
- Transmit the package to the municipality’s in-house or contracted engineering staff for review of design and calculations.
- Communicate to the project proponent any required changes or modifications and request a re-submittal of information.
- Review the adequacy of the submitted Operation and Maintenance Plan for the proposed post-construction design measures and make sure that the signed Certificate of Responsibility has been received.
- Condition the project with the proposed and approved post-construction design measures.
- Maintain records of all submitted post-construction design information and plans for a minimum of 5 years.
- Entered into a database or spreadsheet information about Regulated Projects so that they can be tracked by the municipality for annual verification that the storm water treatment measures and hydromodification measures are being maintained in an effective condition.

INTRODUCTION AND REGULATORY REQUIREMENTS

1.6 ROLE OF THE PROJECT PROPONENT

The Phase II MS4 Permit and the City of Woodland require project proponents to incorporate into its design and completed development post-construction measures that reduce the volume of runoff and mitigate pollutants in runoff. The role of the project proponent is to select design measures that are appropriate for the project and will adequately meet the goals of this Post-Construction Standards Plan. The project proponent will be responsible for performing the following tasks:

- Selecting, sizing, and engineering site design measures, source control measures, and hydromodification management techniques that are adequate in meeting the requirements of this plan.
- Providing to the municipal plan checker the required submittal package, supporting information, maps, drawings, and calculations; including plans and calculations that have been stamped by a certified and / or licensed professional.
- Providing an Operation and Maintenance Plan and a signed Certificate of Responsibility to the plan checker for the on-going maintenance of the constructed post-construction design measures.
- Providing any additional requested information to the plan checker.
- Verifying that approved site design measures and source control measures are constructed as specified on the approved plans.

APPLICABILITY

2 Applicability

In regards to the Post-Construction Standards Plan, all projects fall into one of three possible categories: small, regulated, or not applicable. If a project does not qualify under either of the two following sections, the Post Construction Standards Plan does not apply to it.

2.1 SMALL PROJECTS 2,500 TO 5,000 FT²

Small projects are defined as those that create and/or replace between 2,500 ft² and 5,000 ft² of impervious surface. This includes projects that have no net increase in the impervious footprint. Single family homes that create and / or replace 2,500 ft² or more of impervious surface and are not part of a larger plan of development are considered to be applicable small projects. Small projects would include, but not limited to, the following:

- New construction that creates between 2,500 ft² and 5,000 ft² of impervious surface;
- A demolition of a small project site and the redevelopment of that site if more than 2,500 ft² of impervious surface is replaced or created;
- The replacement of 2,500 ft² or more of a parking lot;
- The construction of a new parking lot that is less than 5,000 ft²; and
- A roadway or sidewalk project that is creating or replacing between 2,500 ft² and 5,000 ft² of impervious surface.

Linear utility projects (LUPs) are not subject to the small project Site Design Measure requirements.

2.2 REGULATED PROJECTS >5,000 FT²

For the purposes of this Post-Construction Standards Plan, a “Regulated Project” is one that will create and / or replace 5,000 ft² or more of impervious surface. Regulated Projects include new and redevelopment projects on public or private land that fall under the planning and permitting authority of the municipality. Redevelopment is defined as any land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface areas on a site on which some past development has occurred. Redevelopment



Figure 2 - A single family home that creates and / or replaces 2,500 ft² or more is a small project.

Impervious Surface - A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/storm water. Impervious surfaces include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering. Landscaped soil and pervious pavement, including pavers with pervious openings and seams, underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold the specified volume of rainfall runoff are not impervious surfaces.

Source: Phase II MS4 Permit Glossary

APPLICABILITY

projects do not include pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement for short, non-contiguous sections of roadway.

Regulated Projects do not include the following:

- Detached single family homes that are not a part of a larger plan of development (they are considered to be a “small project” even if they exceed 5,000 ft² of impervious surface);
- Projects that are exclusively interior remodels;
- Routine maintenance or repair such as exterior wall surface replacement, pavement grinding and resurfacing within the existing footprint, and roofing replacement or repair;
- Projects consisting solely of sidewalks or bicycle lanes built as part of new streets or roads and built to direct storm water runoff to adjacent vegetated areas;
- Projects consisting solely of impervious trails built to direct storm water to adjacent non-erodible permeable areas;
- Projects consisting solely of sidewalks, bicycle lanes, or trails constructed with permeable surfaces;
- Replacement of damaged pavement or the replacement of short, non-contiguous sections of roadways; and
- Trenching, excavation, and resurfacing associated with Linear Utility Projects (LUPs) unless it has a discrete location that has 5,000 ft² or more of newly constructed contiguous impervious surface such as a pump station or maintenance facility. In such cases, only the discrete location is subject to this Post-Construction Standards Plan.

Please note that some of the above-listed projects may still be considered “small projects” even if they are exempted from being a Regulated Project.

2.2.1 The 50% Rule

If a redevelopment project results in an increase of more than 50 percent of the impervious surface of a previously existing development, runoff from the entire project, consisting of all existing, new, and / or replaced impervious surfaces, must be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures to the extent feasible. However, if the redevelopment project results in an increase of less than 50 percent of the impervious surface, only runoff from the new and /or replaced impervious surface must be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures.

For street and road widening projects that include additional traffic lanes, where the addition of traffic lanes results in an alteration of more than 50 percent of the impervious surface,



roadways must include post-construction design measures and be appropriately sized.

APPLICABILITY

runoff from the entire project must be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures. However, if the addition of traffic lanes results in an alteration of less than 50 percent of the impervious surface, only the runoff from the new and / or replaced impervious surface is required to be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures.

2.2.2 Effective Date of Applicability

This Post-Construction Standards Plan becomes effective on July 1, 2015. This Post-Construction Standards Plan apply to all applicable public and private new and redevelopment “Small” and “Regulated Projects”. Any discretionary projects that have been deemed complete prior to July 1, 2015 and have unexpired vesting tentative maps will only need to comply with the municipality’s post-construction requirements that were in effect at the time of the map approval. Capital improvement projects or municipal-owned projects, for which their governing body or designee approved the initiation of the project design prior to July 1, 2015, will need only to comply with the post-construction requirements that were in place at that time.

Approved Tentative Maps and Signed Improvement Plans are completed once a discretionary project has a tentative map application that is deemed complete by the City of Woodland. Approval of development applications is a discretionary action taken by the City of Woodland once a discretionary project has a development application deemed complete. If the discretionary project has a tentative map application or development application that was deemed complete prior to the second year of the effective date of the Small MS4 Permit (i.e. prior to 1 July 2015), it is not subject to the Post Construction Standards of the Small MS4 Permit.

THE SUBMITTAL AND REVIEW PROCESS

3 The Submittal and Review Process

Projects applicable to this Post-Construction Standards Plan may originate from different sources. They may be private non-discretionary or discretionary projects, or they may be municipal-owned projects. The following sections describe how applicable projects are detected by the municipality and appropriately conditioned with post-construction design requirements. This section also summarizes the submittal requirements for each type of project.

3.1 MINISTERIAL (NON-DISCRETIONARY BUILDING PERMIT) PROJECTS

Projects that are ministerial or non-discretionary projects are those that are not required to pass through the plan check process and can be issued a building permit over the counter. Typically, these projects will either not be applicable to this Post-Construction Standards Plan or be considered “small” projects as defined in [Section 2.1](#). Specific submittal requirements for small projects are identified in [Section 4](#) of this plan. In general, proponents of non-discretionary small projects, will need to submit, at the permit counter, information about the project, the selected design measures, and a printout copy of the State Water Board’s Post-Construction Calculator.

If a ministerial project is found to be a “Regulated Project” as defined in [Section 2.2](#), the requirement for the project to include site design measures, source control measures, LID design standards, and hydromodification management techniques will necessitate that it pass through the plan check process and, thus, will make it become a discretionary project, with respect to this Post-Construction Standards Plan.

3.2 DISCRETIONARY (PLAN CHECK) PROJECTS

Discretionary projects are those that are required to pass through the plan check process and be conditioned with site-specific requirements. Discretionary projects have the potential to be classified as “small”, “regulated”, or not applicable to this Post-Construction Standards Plan. In general, proponents of discretionary projects must submit to the plan checker information about the project, which may include: the project’s applicability status to the Post-Construction Standards Plan, site design plans and specifications, a completed Post-Construction Project Worksheet form, and an O&M Plan and signed Certificate of Responsibility. The plan checker will review the post-construction submittal package for completeness and will direct it to the engineering reviewers. Once comments are received from the engineering reviewers, the project proponent will be notified by the plan checker of any required modifications or of the approval of the proposed post-construction design measures. Regulated Projects will be entered into a database or spreadsheet to be tracked by the municipality for annual verification that the storm water treatment measures and hydromodification measures are being maintained in an effective condition.

THE SUBMITTAL AND REVIEW PROCESS

3.3 CAPITAL IMPROVEMENT / MUNICIPAL-OWNED PROJECTS

Public projects, capital improvement projects (CIPs), or other municipal-owned projects typically do not pass through the plan check process, but must also be reviewed for applicability of the post-construction requirements. The following process will be implemented by the City of Woodland in conditioning and reviewing projects for the post-construction requirements of the municipality's Phase II MS4 Permit.

1. The municipal department sponsoring the project will review and evaluate the project's applicability to the post-construction requirements and make a determination as to whether the proposed project is a "small" project as defined in [Section 2.1](#), a "regulated" project as defined in [Section 2.2](#), or is exempt from the post-construction requirements.
2. The sponsoring department will submit to the **Engineering Department** a partially completed Post-Construction Project Worksheet (included in [Appendix 8](#)) which will identify information about the project and the selection of the required post-construction design measures. The **Engineering Department**, or an engineering contractor, will provide the sizing and design criteria for the selected site design measures, source control measures, LID design standards, and hydromodification management techniques.
3. The **Engineering Department** will develop an operation and maintenance plan for the post-construction treatment and hydromodification measures.
4. The municipality will maintain records of all project-related post-construction design information and plans for a minimum of 5 years.
5. Regulated Projects will be entered into a database or spreadsheet to be tracked by the municipality for annual verification that the storm water treatment measures and hydromodification measures are being maintained in an effective condition.

REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT²)

4 Requirements for Small Projects (2,500 to 5,000 ft²)

The following is a 3-step process required by the City of Woodland for small projects as defined in [Section 2.1](#).

4.1 SELECT SITE DESIGN MEASURES

The first step is for the project proponent to select and implement into the project's design one or more of the following **Site Design Measures**:



Stream Setbacks and Buffers – are vegetated areas (including trees, shrubs, riparian habitat, or herbaceous vegetation) that exist or are established to protect a stream system, lake, reservoir, or estuary. These areas provide a buffer between the development and the water body to filter out pollutants carried by storm water, provide stabilization of erodible banks and opportunities to infiltrate water prior to discharging, and help slow peak flows. The *California Storm Water Quality Association's (CASQA) Best Management Handbook (BMP) for New Development and Redevelopment* has a specification sheet (TC-31) for Vegetated Buffer Strips that contains useful information applicable to stream setbacks and buffers. It can be downloaded at:

www.casqa.org/sites/default/files/BMPHandbooks/tc-31_from_newdevelopmentredevelopment_handbook.pdf

Contra Costa County has compiled a list of Northern California and other U.S. counties who have stream buffer requirements. This list can be accessed at the following website and utilized as guidance for sizing buffer widths:

www.acgov.org/pwa/documents/Contra%20Costa%20County%20HCP%20Table%206-4%20Setbacks.pdf



Soil Quality Improvement and Maintenance – is accomplished through the addition of soil amendments and the creation of a healthy microbial community. Soils with higher organic content are less likely to erode and also provide nutrients needed to maintain healthy plants. This, in turn, means that landscaping will require less fertilizers and pesticides. Soils with more organic content or covered with a compost layer will retain moisture, requiring them to be irrigated less often. Engineered soils allow water to infiltrate and be stored below grade providing LID and hydromodification benefits. The United States Department of

REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT²)

Agriculture's Natural Resources Conservation Service (NRCS) has a publication called the *Urban Soil Primer* which is an excellent resource in helping developers understand how healthy soils improve water quality. This resource can be downloaded at:

www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052835.pdf



Tree Planting and Preservation – includes the preservation of existing trees and the establishment of new ones. Both evergreens and deciduous trees can be utilized. Trees are beneficial to water quality in that they help stabilize erodible soil, dissipate energy of falling rain, and help slow peak flow rates.



Rooftop and Impervious Area Disconnection – is where roof drains and hardscapes do not discharge directly to a storm drain inlet but are directed to permeable areas or rain water collection and harvesting mechanisms. Water, in excess of the permeable area's infiltration capacity or the capacity of the collection / harvesting system, can be directed to a drainage system. CASQA has a BMP specification sheet (SD-11) that provides information about designing roof runoff controls. It can be downloaded at:

www.casqa.org/sites/default/files/BMPHandbooks/sd-11.pdf



Porous Pavement – is pavement that allows runoff to pass through it and infiltrate into the underlying soils. Porous pavement systems are typically designed with a subsurface drainage and storage system that consists of a bed of rock and piped collection system below the porous pavement. Where soils have high infiltration rates, water is allowed to dissipate directly into the soil. Where infiltration rates are less than desirable, a sub-grade gravity collection system conveys excess water to a storm water outfall or storm water sewer system. Porous pavement includes porous asphalt and concrete, porous pavers and bricks, cobbles, reinforced grass pavement, and gravel covered surfaces.

REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT²)



Green Roofs – is an engineered vegetative layer grown on a roof that allows a certain amount of runoff reduction by infiltration, storage, and evapo-transpiration. In 2010, the United States Environmental Protection Agency (USEPA) published a document titled: *Design Guidelines and Maintenance Manual for Green Roofs in the Semi-Arid and Arid West*. This guidance document can be downloaded at:

<http://www2.epa.gov/sites/production/files/documents/GreenRoofsSemiAridAridWest.pdf>



Vegetated Swales – are a vegetated, open-channel management practice designed specifically to treat and attenuate storm water runoff through infiltration, biotreatment, and evapo-transpiration. If they are designed with engineered soils, storage and greater infiltration can be achieved. CASQA has a BMP specification sheet (TC-30) that provides information about designing vegetated swales. It can be downloaded at:

www.casqa.org/sites/default/files/BMPHandbooks/TC-30.pdf



Rain Barrels and Cisterns – is a system that collects and stores storm water runoff from a roof or other impervious surfaces. Collected water is saved and reused for irrigation or other purposes. In 2008, the USEPA published a document titled: *Managing Wet Weather with Green Infrastructure Municipal Handbook: Rainwater Harvesting Policies*. This guidance document can be downloaded at:

http://water.epa.gov/infrastructure/greeninfrastructure/upload/gi_munichandbook_harvesting.pdf

The City of San Diego published a Rain Water Harvesting Guide, which can be downloaded at:

<http://www.sandiego.gov/water/pdf/conservation/rainwaterguide.pdf>

REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT²)

4.2 QUANTIFY THE RUNOFF REDUCTION

The second step for small projects is for the project proponent to quantify the runoff reduction resulting from the implementation of the selected Site Design Measure(s). The Phase II MS4 Permit does not set any goals or minimum amounts of runoff reduction. Therefore, this step is only informational. To accomplish this quantification of runoff reduction, the project proponent is required to utilize the State Water Board's Post-Construction Calculator which is available on the Water Board's SMARTS website or can be accomplished through the State's Microsoft Excel™ version of the calculator. The Water Board has created an instructional video on how to populate and use the Post-Construction Calculator. Information about how to access the calculator is included in [Appendix 5](#) of this document.

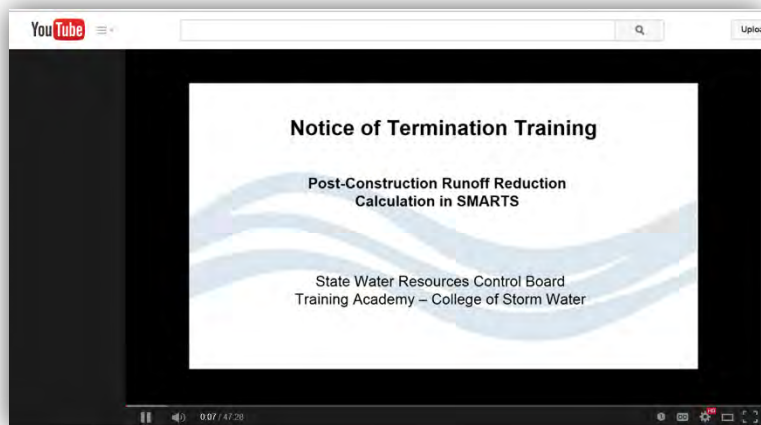


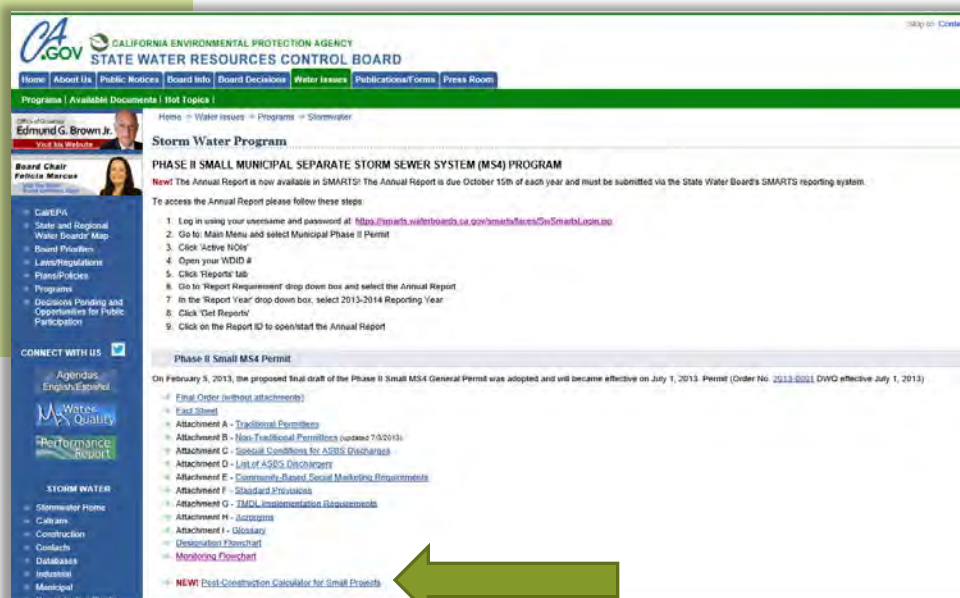
Figure 4 - The Water Board created this 47-minute video that describes how to use the Post-Construction Calculator on SMARTS. It will also help with the Excel version. Although the video was created for the Construction General Permit, it also applies to the Post-Construction Standards Plan. It can be accessed at:

<https://www.youtube.com/watch?v=W3nj4pj8WHY&feature=youtu.be>

Post-Construction Calculator for Small Projects

The Water Board has created a Microsoft Excel version of the calculator that can now be downloaded from the State Water Board's website at the following link:

http://www.swrcb.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.shtml



REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT²)

4.3 PREPARE THE SUBMITTAL

The third and final step for the “small” project proponent is to compile the information required to be submitted to the plan checker. This includes the following items:

- A completed Post-Construction Worksheet (obtained from [Appendix 8](#)).
- Site plans showing the selected Site Design Measure(s) (identified in [Section 4.1](#)). The plans must be stamped by a California Civil Professional Engineer if any of the following Site Design Measures were selected: rooftop and impervious area disconnection, porous pavement, or rain cisterns. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California Licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, or vegetated swales. The Site Design Measure(s) must be clearly called out on the submitted plans.
- A printout of the results page from the Water Board’s SMARTS or Microsoft Excel™ Post-Construction Calculator.

INPUT FOR WATERSHED: Enter watershed details and click on the Compute & Save button.

I.a. Name:

I.b. County:

I.c. Closest Location:

I.d. Size(acres):

Pre-Construction INPUT

I.e. Dominant Soil Type:

I.f. Existing Dominant Non-built Land Use Type:

I.g. Existing rooftop Impervious area(acres):

I.h. Existing non-rooftop Impervious area(acres):

Post-Construction INPUT

I.i. Proposed Dominant Non-built Land Use Type:

I.j. Proposed rooftop Impervious area(acres):

I.k. Proposed non-rooftop Impervious area(acres):

OUTPUT:

O.a. Existing Runoff Curve Number:

O.b. Design Storm(Inches):

O.c. Pre-project Runoff Volume(Cubic Feet):

O.g. Post-project Runoff Volume minus Volume Credits(Cubic Feet):

O.d. Proposed Runoff Curve Number:

O.e. Net Credit of Volume Credits(Cubic feet):

O.f. Post-project Runoff Volume(Cubic Feet):

Post-project Runoff Volume minus Volume Credits <=> Pre-project Runoff Volume. No further calculation is necessary!

Volume Credit Calculator Worksheets:

Formula	Credit(Cubic Feet)
A. Porous Pavement	0
B. Tree Planting	223.772
C. Downspout Disconnection	
D. Impervious Area Disconnection	
E. Green Roof	
F. Stream Buffer	
G. Vegetative Swale	
H. Rain Barrels/Cisterns	
I. Soil Quality	2906.699

Select Site Design Measures here.

This is the runoff reduction quantity in ft³

Disregard this message

Figure 5 - The results summary from the Post-Construction Calculator is required to be provided with the submittal to the municipal plan checker. It is important to note that there is no requirement to meet any specific volume reduction, but only to quantify the reduction of the selected Site Design Measure(s). The calculator may state that the runoff volume credit has not been met; but, disregard any such message.

REQUIREMENTS FOR REGULATED PROJECTS

5 Requirements for Regulated Projects

The following is a 6-step process required by the City of Woodland for Regulated Projects as defined in [Section 2.2](#).

5.1 SPECIFY DRAINAGE MANAGEMENT AREAS

Regulated Projects are required to provide a map or diagram that divides the development into discrete Drainage Management Areas (DMAs). These are areas of the project where the nature of the development is distinct from the other portions of the development and, therefore, require a unique approach to mitigating storm water runoff. A separate DMA would also be necessary for portions of the project where post-construction design measures are dedicated to that portion and operate independently from the other DMAs. Some projects will have multiple DMAs while other projects may have only one single DMA.

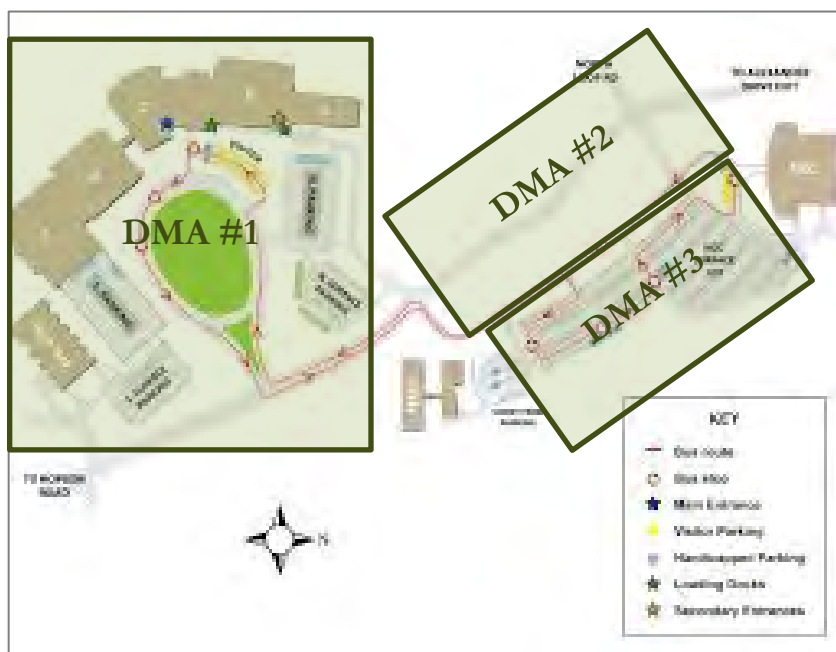


Figure 6 - Regulated Projects must submit a map with the boundaries of the various DMAs depicted.

5.2 IDENTIFY APPLICABLE SOURCE CONTROLS

The project proponent is required to identify potential sources of pollutants and to include into the design appropriate Best Management Practices / Source Controls. If a proposed Regulated Project has any of the potential pollutant-generating activities or sources identified in [Table 1](#), it must be designed and operated consistent with the recommendations provided in the CASQA Storm Water BMP Handbooks. A link is provided in [Table 1](#) to each BMP specification. The CASQA Handbooks can be accessed in their entirety at www.CASQA.org. There is an annual subscription to access the Commercial / Industrial Handbook and the Construction Handbook. At the date of this edition of the Post-Construction Standards Plan, CASQA was still offering free access to their BMP Handbooks for Municipal Operations and New Development and Redevelopment.

REQUIREMENTS FOR REGULATED PROJECTS

TABLE 1 – LIST OF SOURCE CONTROLS

Activity / Pollutant Source	CASQA BMP Handbook Link	Activity or Design-based Control Measure
Accidental spills or leaks	<u>SC-11</u>	Activity
Interior floor drains	<u>SC-10</u>	Activity and Design (connection of interior floor drains to the storm drainage system is prohibited)
Parking / storage areas and maintenance	<u>SC-43</u>	Activity
Indoor and structural pest control	<u>SC-35</u>	Activity
Landscape / outdoor pesticide use	<u>SD-10</u> <u>BG-40</u>	Activity
Pools, spas, ponds, decorative fountains, and other water features	<u>BG-63</u> <u>SC-72</u>	Activity and Design
Restaurants, grocery stores, and other food service operations	<u>BG-30</u>	Activity
Refuse areas	<u>SC-34</u> <u>SD-32</u>	Activity and Design
Industrial processes	<u>SD-35</u> <u>SD-36</u>	Design
Outdoor storage of equipment or materials	<u>SC-32</u> <u>SD-34</u>	Activity and Design
Vehicle and equipment cleaning	<u>SC-21</u> <u>SD-33</u> <u>BG-65</u>	Activity and Design
Vehicle and equipment repair and maintenance	<u>SC-22</u> <u>BG-21</u>	Activity
Fuel dispensing areas	<u>SC-20</u> <u>SD-30</u> <u>BG-22</u>	Activity and Design
Loading docks	<u>SC-30</u> <u>SD-31</u>	Activity and Design
Fire sprinkler test water	<u>SC-41</u>	Activity
Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources	<u>SC-10</u> <u>SC-41</u>	Activity
Unauthorized non-storm water discharges	<u>SC-10</u>	Activity
Building and grounds maintenance	<u>SC-41</u>	Activity

REQUIREMENTS FOR REGULATED PROJECTS

5.3 INCORPORATE LOW IMPACT DEVELOPMENT DESIGN STANDARDS

The project proponent must demonstrate how each DMA has been designed to accomplish the LID Standards listed in [Table 2](#).

TABLE 2 – LID STANDARDS

- | |
|--|
| 1. Define the development envelope and protected areas, identifying areas that are most suitable for development and areas to be left undisturbed. |
| 2. Concentrate development on portions of the site with less permeable soils and preserve areas that can promote infiltration. |
| 3. Limit overall impervious coverage of the site with paving and roofs. |
| 4. Set back development from creeks, wetlands, and riparian habitats. |
| 5. Preserve significant trees. |
| 6. Conform the site layout along natural landforms. |
| 7. Avoid excessive grading and disturbance of vegetation and soils. |
| 8. Replicate the site's natural drainage patterns. |
| 9. Detain and retain runoff throughout the site. |

In completing Post-Construction Project Worksheet (included in [Appendix 8](#)), the project proponent will be required to demonstrate for each DMA how it is accomplishing the nine LID Standards listed in [Table 2](#). This demonstration can be done through narrative description, calculations, supporting information, and / or site plans and diagrams. The municipal plan checker will review the project proponent's response to each of the nine LID Standards and may challenge unsubstantiated statements, request additional information, or request that more be done to meet the objective of one or more of these LID Standards.

5.4 SELECT AND SIZE SITE DESIGN AND TREATMENT CONTROL MEASURES

As with small projects, Regulated Projects must also select one or more Site Design Measures (also called “facilities” in the Phase II MS4 Permit) that infiltrate, evapo-transpire, harvest and reuse, or biotreat storm water runoff. Regulated Projects are required to reduce the amount of runoff by sizing each “facility” (Site Design or Treatment Control Measure) to one of two hydraulic design criteria specified in the Phase II MS4 Permit. This section of the plan discusses how project proponents select, size, and configure Site Design and Treatment Control Measures.

5.4.1 List of Site Design Measures and Associated Sizing Criteria

Many of the Site Design Measures are described in [Section 4.1](#) of this Post-Construction Standards Plan. [Table 3](#) lists these Site Design Measures along with other possible Treatment Control Measures that infiltrate, evapo-transpire, harvest and reuse, or biotreat storm water runoff. The project proponent will need to select one or more of these control measures for each DMA. For each measure listed in [Table 3](#), the appropriate hydraulic sizing criteria and specification reference is also provided.

REQUIREMENTS FOR REGULATED PROJECTS

TABLE 3 – SITE DESIGN AND TREATMENT CONTROL MEASURES

Site Design or Treatment Control Measure	Description	CASQA Specification	Sizing Criteria
Stream setbacks and vegetated buffers (Site Design Measure)	Preservation of a green strip or vegetated buffer between the development and the discharge point through which storm water runoff passes.	<u>TC-10</u>	Flow
Soil quality improvement (Site Design Measure)	Commonly used in conjunction with landscaping, bioretention, or storm water gardens. Also known as “engineered soils”, through which storm water can infiltrate. This provides additional on-site storage and reduces peak flow rates.	<u>TC-40</u>	Volume
Tree planting and preservation (Site Design Measure)	Incorporated into the site’s landscaping. Trees reduce the energy of falling rain and help to reduce peak flow rates.	<u>SD-10</u>	SMARTS Calculator
Porous pavement (Site Design Measure)	Porous asphalt, concrete, or pavers; cobbles or rock covered surfaces; typically with at least 18” of drainage rock below the porous surface covering to store and infiltrate storm water.	<u>SD-20</u>	Volume
Green roofs (Site Design Measure)	Plants and growing media permanently installed on a rooftop to allow a certain amount of storm water infiltration and storage.	<u>TC-40</u>	Volume
Vegetated swales (Site Design Measure)	Storm water conveyance swales that are vegetated to stabilize the swale and prevent erosion. Vegetated swales improve water quality by providing filtration and bio-uptake of pollutants and by promoting sedimentation of suspended particles. Often, vegetative swales are used in conjunction with “soil quality improvement” to provide greater infiltration and / or with retention or detention basins.	<u>TC-30</u>	Flow
Rain harvesting and reuse (Site Design Measure)	Large scale or small scale capture, collection and re-use of storm water runoff. Includes rain barrels used at downspouts and large cisterns and collection systems.	<u>TC-12</u>	Volume
Bioretention and rain gardens (Treatment Control Measure)	Depressed landscaped areas to which storm water runoff flows. These rain gardens are designed with engineered soils so that they facilitate infiltration and storage of storm water.	<u>TC-32</u>	Volume
Infiltration trench, Flow-through Planter, or Tree Wells (Treatment Control Measure)	Similar in concept to a French drain or a leach field, in which storm water runoff is able to drain to a trench or pit that has been filled with rock. It provides underground storage of the water until it can infiltrate into the soils.	<u>TC-10</u>	Volume and Flow
Retention and detention basins (Treatment Control Measure)	Aboveground storage of storm water runoff in a basin that allows it to infiltrate into soils and / or be stored and released at a slower flow rate. Impounded water must be infiltrated or discharged within 72 hours to avoid vector breeding problems.	<u>TC-11</u> <u>TC-12</u> <u>TC-22</u> <u>TC-40</u>	Volume

A single control measure or a combination of two or more of the control measures specified in [Table 3](#) can be used to meet the hydraulic sizing criteria for each DMA. An example of a control measure combination would be a site using engineered soils below a vegetated swale and using a rain harvesting /

REQUIREMENTS FOR REGULATED PROJECTS

collection system for roof drains that are in the same DMA. Information for on-line publicly available design references and guidance to many of the above-listed control measures are provided in [Appendix 7](#).

5.4.2 Volumetric Criteria

The Phase II MS4 Permit requires the municipality to condition applicable new development and redevelopment projects to require “facilities” designed to evapo-transpire, infiltrate, harvest/use, and biotreat storm water **and that are designated on Table 3 as a volume-based control measure** to meet at least one of the following volumetric hydraulic sizing design criteria:

- The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in the *Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998)* pages 175-178 (that is, approximately the 85th percentile 24-hour storm runoff event); **or**
- The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of *CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003)*, using local rainfall data.

As a part of this Post-Construction Standards Plan, the City of Woodland is providing the project proponent with a Microsoft Excel™ worksheet that calculates the volumetric criteria. (Refer to [Appendix 6](#) for information on how to download and use the worksheet). In this worksheet, capture volumes can be calculated using both of the above-referenced volumetric criteria methods. Both methods are described in Section 5 of the *2003 Edition of the CASQA Stormwater Best Management Practice Handbook for New Development and Redevelopment*. Section 5 of the handbook can be accessed and downloaded at the following web link:

www.casqa.org/sites/default/files/BMPHandbooks/BMP_NewDevRedev_Section_5.pdf

The project proponent can select either method to size the Site Design and Treatment Control Measures that require volumetric sizing as specified in [Table 3](#). **To satisfy the plan check requirements one or more of these control measures must be used for each DMA and sized for the total runoff area of the DMA.**

The State Water Board's Post-Construction Calculator (refer to [Appendix 5](#)) provides a discharge credit for trees by allowing an area of 218 ft² for each evergreen tree and 109 ft² for each deciduous tree. If trees are included within the DMA boundary, the project proponent may take the total area within the DMA (number of trees multiplied by the allowed area credit) multiplied by the “P” value (converted from inches to feet) as shown on Volumetric Sizing Tool in [Appendix 6](#). This will provide a volume reduction in cubic feet which may be used in meeting the overall volumetric criteria for the DMA and has been built into the Volumetric Sizing Tool.

REQUIREMENTS FOR REGULATED PROJECTS

5.4.3 Flow-Based Criteria

The Phase II MS4 Permit requires the municipality to condition applicable new development and redevelopment projects to require “facilities” designed to evapo-transpire, infiltrate, harvest/use, and biotreat storm water **and that are designated on Table 3 as a flow-based control measure** to meet at least one of the following flow-based hydraulic sizing design criteria:

- The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or
- The flow of runoff produced from a rain event equal to at least 2 times the 85th percentile hourly rainfall intensity as determined from local rainfall records. Local rainfall records are provided in Appendix D of the *CASQA Stormwater Best Management Practice Handbook for New Development and Redevelopment* for Fresno, Sacramento, and Redding, California.³ Table 4 below provides the 85th percentile hourly rainfall intensities for these Central Valley locations as reported in the CASAQ BMP Handbook.

TABLE 4 - RAINFALL INTENSITIES AND FLOW-BASED DESIGN VALUES

Central Valley Weather Station	85 th Percentile Rainfall Intensity (inches/hour)	Flow-Based Design Value (2 x 85 th Percentile Intensity in inches/hour)
Fresno – Yosemite International Airport (3257)	0.090	0.180
Sacramento – 5 ESE (7633)	0.093	0.186
Redding – Municipal Airport (7304)	0.130	0.260

The project proponent can select either method to size the Site Design and Treatment Control Measures that require flow-based sizing as specified in Table 3. **To satisfy the plan check requirements one or more of these control measures must be used for each DMA and sized for the total runoff area of the DMA.**

5.4.4 Allowed Variations and Exceptions

Site Design and Treatment Control Measures that infiltrate or bioretain storm water into the subsurface may be altered in their design as specified on Table 5.

TABLE 5 – ALLOWED DESIGN VARIATIONS

Condition	Allowed Variation
Facilities located within 10 feet of structures or other potential geotechnical hazards established by the geotechnical expert for the project	May incorporate an impervious cutoff wall between the bioretention / infiltration facility and the structure or other geotechnical hazard

³ www.casqa.org/sites/default/files/BMPHandbooks/BMP_NewDevRedev_Appendix_D.pdf

REQUIREMENTS FOR REGULATED PROJECTS

Facilities with documented high concentrations of pollutants in underlying soil or groundwater; facilities located where infiltration could contribute to a geotechnical hazard; and facilities located on elevated plazas or other structures	May incorporate an impervious liner and may locate the underdrain discharge at the bottom of the subsurface drainage/storage layer (this configuration is commonly known as a “flow-through planter”)
Facilities located in areas of high groundwater, highly infiltrative soils or where connection of underdrain to a surface drain or to a subsurface storm drain are infeasible	May omit the underdrain
Facilities serving high-risk areas such as fueling stations, truck stops, auto repairs, and heavy industrial sites	Are required to provide additional treatment to address pollutants of concern prior to the flow reaching the infiltration facility

If the project proponent demonstrates that the use of bioretention or infiltration control measures are infeasible at the site, other types of treatment such as tree-box biofilters, compost filters, or in-vault media filters may be utilized for the following types of projects:

1. Projects creating or replacing an acre or less of impervious area, and located in a designated pedestrian-oriented commercial district (i.e., smart growth projects), and having at least 85% of the entire project site covered by permanent structures;
2. Facilities receiving runoff solely from existing (pre-project) impervious areas; and
3. Historic sites, structures or landscapes that cannot alter their original configuration in order to maintain their historic integrity.

If any of these alternate non-infiltrating treatment control measures are utilized, they must meet the following performance criteria:

- Sized to treat the volumetric criteria specified in [Section 5.4.2](#) or the flow-based criteria in [Section 5.4.3](#) as appropriate to the type of treatment control measure selected.
- Selected to effectively remove pollutants of concern associated with the new development.

The project proponent is required to support the demonstration of infeasibility of using bioretention or infiltration control measures at the project site and the selection of the alternate non-infiltration treatment control measure(s) through the opinion of a qualified expert such as a California licensed Professional Civil Engineer, a California licensed Professional Geologist, a California licensed Geotechnical Engineer, and/or an EnviroCert International, Inc. Certified Professional in Storm Water Quality (CPSWQ). If an alternate non-infiltrating treatment control measure(s) is proposed by the project proponent, a technical report, stamped and signed by any of the above-referenced experts, demonstrating infeasibility of bioretention or infiltration and the selection and sizing of the alternate treatment control measure must be submitted with the Post-Construction Project Worksheet ([Appendix 8](#)).

REQUIREMENTS FOR REGULATED PROJECTS

5.4.5 Municipality-Specific Design Requirements

This section is reserved to provide design criteria or limitations specific to certain municipal location or ordinances. There are currently no Woodland-specific design requirements.

5.5 INCORPORATE HYDROMODIFICATION MANAGEMENT MEASURES

Storm water runoff that is not addressed with Site Design Measures must be treated with Treatment Control Measures (both of which are identified on [Table 3](#)) designed to infiltrate, evapo-transpire, and/or bioretain runoff. In other words, if the DMA is utilizing trees and a storm water capture, collection, and reuse system, **only the net runoff**, after factoring in the credit for the trees and for the amount captured / recycled, is subject to being included in the treatment control requirements. Treatment “facilities” must comply with the following design parameters:

1. Sized to treat the volumetric criteria specified in [Section 5.4.2](#) or the flow-based criteria in [Section 5.4.3](#) as appropriate to the type of treatment control measure selected;
2. Maximum surface loading rate of the infiltration facility of 5 inches per hour, based on the runoff rates calculated for the DMA;
3. Minimum surface reservoir volume equal to surface area of the infiltration facility times a depth of 6 inches;
4. Minimum planting medium depth of 18 inches. The planting medium must sustain a minimum infiltration rate of 5 inches per hour throughout the life of the project and must maximize runoff retention and pollutant removal. A mixture of sand (60%-70%) meeting the specifications of American Society for Testing and Materials (ASTM) C33 and compost (30%-40%) may be used.
5. Subsurface drainage/storage layer (typically gravel) with an area equal to the surface area and having a minimum depth of 12 inches;
6. Underdrain with discharge elevation at top of the gravel layer;
7. No compaction of soils beneath the treatment control “facility”; or if the soils had previously been compacted, they must be ripped and loosened;
8. No liners or other barriers interfering with infiltration; and
9. Appropriate plant palette for the specified soil mix and maximum available water use.

Alternatives to the above-listed nine design parameters for treatment “facilities” is allowed if **all** of the following equivalent effectiveness features are demonstrated:

- Equal or greater amount of runoff infiltrated or evapo-transpired;
- Equal or lower pollutant concentrations in runoff that is discharged after biotreatment / infiltration;
- Equal or greater protection against shock loadings and spills; and
- Equal or greater accessibility and ease of inspection and maintenance.

REQUIREMENTS FOR REGULATED PROJECTS

THIS IS A REQUIRED SECTION TO BE IMPLIMINTED AFTER July 1, 2016. The City of Woodland is working to obtain a waiver determination from the State Water Board regarding this requirement.

Regulated projects that create and / or replace one acre or more of impervious surface must have incorporated Site Design and Treatment Control Measures (from Table 3) that prevent the post-project runoff from exceeding the pre-project flow rate for a 2-year, 24-hour storm event. This does not include projects that do not increase impervious surface area over the pre-project conditions. The 2-year, 24-hour values for a few selected Central Valley locations are shown in Table 6. The 2-year, 24-hour storm event volumes for all of Northern California are included on an isopluvial map included on the last tab of the Volumetric Post-Construction BMP Sizing Tool (which can be downloaded following the instructions in Appendix 6).

TABLE 6 – 2-YEAR, 24-HOUR STORM TOTALS FOR SELECTED LOCATIONS

Location	2-Year 24-Hour Design Value
City of Redding	4.0 inches
Yuba City	2.25 inches
City of Woodland	2.25 inches
City of Lodi	1.8 inches
City of Modesto	1.4 inches
City of Oakdale	1.55 inches
City of Merced	1.55 inches

5.6 PREPARE THE SUBMITTAL

The sixth and final step for Regulated Projects is to compile the information required to be submitted to the plan checker. This includes the following items:

- A completed Post-Construction Worksheet is required (obtained from [Appendix 8](#)).
- A separate site plan for each DMA must be submitted. If there are multiple DMAs, a key map showing the location of the DMAs in relationship to one another and the entire site is required to be submitted. Each DMA site plan is required to show the following information:
 - ✓ DMA name and boundary;
 - ✓ The selected Site Design and Treatment Control Measures (identified in [Table 3](#));
 - ✓ The total drainage area in square feet of the DMA;
 - ✓ The pre-development peak flow rate at the point(s) of discharge;

REQUIREMENTS FOR REGULATED PROJECTS

- ✓ The predicted post-development peak flow rate at the point(s) of discharge;
- ✓ Areas of existing impervious surfaces (pre-development);
- ✓ Proposed areas of impervious surfaces (post-development);
- ✓ Setbacks from creeks, wetlands, and riparian habitats;
- ✓ Existing topography and drainage patterns (pre-development);
- ✓ Proposed topography and drainage patterns (post-development);
- ✓ Soil types, soil type boundaries within the DMA, and their Hydrologic Soil Group Classification rating (A, B, C, or D); and
- ✓ Trees, vegetation, and sensitive environmental areas to be protected and preserved.

Each plan must be stamped by a qualified licensed professional. The plans must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens. The selected Site Design and Treatment Control Measure(s) must be clearly called out on the submitted plans.

- Design drawings for the proposed Treatment Control Measures showing a plan view, elevation view, and subsurface cross-sections must be submitted. Sufficient detail and specifications should be included in these drawings to provide for adequate plan check review and for the construction of the treatment “facility”. Each design drawing must be stamped by a qualified licensed professional. The drawings must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The drawings must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The drawings must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures

Soil types and Hydrologic Soil Groups (HSGs) can be identified using the USDA's online Web Soil Survey. The online tool uses aerial maps to select the area of interest. To access this online reference, go to:

<http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

TABLE 7 – HYDROLOGIC SOIL GROUPS

Group A	Low runoff potential, high infiltration rates
Group B	Moderately low runoff potential, good infiltration rates
Group C	Moderately high runoff potential, low infiltration rates
Group D	High runoff potential, poor infiltration

For more information on the HSG classifications, go to:

<http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17757.wba>

REQUIREMENTS FOR REGULATED PROJECTS

were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens.

- A print out of the results page from the MS Excel™ Volumetric BMP Sizing Tool for each DMA and control measure that requires the volumetric sizing criteria is required to be submitted. (Refer to [Appendix 6](#) for information on how to download the tool.)
- Calculations stamped by the appropriate licensed individual (as described above) for each DMA and control measure that requires flow-based sizing criteria must be included with the submittal.
- A draft Stormwater Treatment Measure Access and Maintenance Agreement for the proposed treatment control measures must accompany the submittal (refer to [Section 6](#)).

OPERATION AND MAINTENANCE OF POST-CONSTRUCTION MEASURES

6 Operation and Maintenance of Post-Construction Measures

Owners of the projects where post-construction treatment control measures (as identified on [Table 3](#)) were installed are required to maintain the control measures so that they operate effectively and as designed. To that effect, the project proponent during the plan check process must submit an Operations and Maintenance (O&M) Plan as part of the Stormwater Treatment Measure Access and Maintenance Agreement.

6.1 LONG TERM PLAN FOR CONDUCTING REGULAR MAINTENANCE OF CONTROL MEASURES

The owner of the project where any post-construction treatment control measures were installed is required to prepare a written plan for conducting regular inspections and maintenance of the installed treatment facilities. The proposed O&M activities should be commensurate with the maintenance measures identified in the CASQA BMP specifications. (Refer to the hyperlinked references in [Table 3](#).) The O&M Plan is required to identify the following information:

- Property name and address;
- Name of the DMA(s) and Treatment Control Measure(s);
- Property owner's contact information including name, mailing address, telephone number, and email address;
- Contact information for any contracted or delegated inspectors and maintenance personnel;
- Minimum inspection frequency by the property owner or their designee;
- Conditions that require maintenance or repair of the Treatment Control Measure; and
- Preventative maintenance tasks, their frequency, and who will perform them.

The project proponent is required to develop and submit inspection and maintenance guidelines (Exhibit C in [Appendix 9](#)). A sample O&M Plan is included in [Appendix 9](#) and could be inserted as Exhibit C for the O&M Plan submittal.

OPERATION AND MAINTENANCE OF POST-CONSTRUCTION MEASURES

6.2 STATEMENT OF RESPONSIBILITY

The Stormwater Treatment Measure Access and Maintenance Agreement must be accepted and signed by the property owner or the owner's duly authorized representative, and recorded with the County Recorder. The completed and signed agreement must be submitted during the plan check process. The agreement indicates the current property owner's acceptance of responsibility for the on-going operation, inspection, and maintenance of the treatment control measures until the property and / or responsibility is legally transferred to another entity (such as the new property owner or a maintenance district). The agreement is legally binding to the property deed. The storm water municipal code for the City of Woodland (Chapter 23D) provides the municipality with the legal authority to require any property owner to properly maintain installed storm water treatment control measures.

6.3 SELF-CERTIFICATION ANNUAL REPORTS

Each year the City of Woodland will mail to owners of installed Treatment Control Measures an O&M self-certification form. This form is required by the municipal code to be completed annually by the owner of the property to certify that the O&M program (described in [Section 6.1](#)) is being implemented and that the Treatment Control Measure(s) is in an effective operational condition. The property owner will have up to 60 days to complete and return the annual O&M self-certification form. If reports are not received within the 60-day period, the City of Woodland will perform the inspection and assessment; and the property owner will be billed for it as described in the municipal code Section 23D-4-10(f).

MUNICIPAL-SPECIFIC INFORMATION

7 Municipal-Specific Information

7.1 CONTACT INFORMATION

The City of Woodland is subject to the State Water Board's Phase II MS4 Permit and is required to condition applicable new development and redevelopment projects with the requirements contained in this Post-Construction Standards Plan. This plan was prepared as a part of a collaborative effort with other California Central Valley municipalities which are listed in [Appendix 10](#). Although the plan is similar in content with these collaborating municipalities, it has been customized by the City of Woodland to meet hydrologic, topographic, and geophysical conditions; local zoning and building standards; and organizational requirements specific to this municipality.

For more information on the requirements of this plan or to obtain additional guidance on how to meet the conditions of this plan, please contact:

Community Development Department
City of Woodland
300 First Street, Woodland, CA 95695
(530) 661-5820



For more information about the City of Woodland's storm water program or to download a copy of this Post-Construction Standards Plan or related-forms and tools, go to:

<http://www.cityofwoodland.org/gov/depts/cd/divisions/engineering/development/h2oquality.asp>

7.2 THE PLAN CHECK PROCESS

This section is reserved to provide specific plan check process notes. See Section 3 of this document regarding the submittal and review process.

7.3 MUNICIPAL CODE, STANDARDS, AND APPEALS

On May 5, 2015, the Woodland City Council passed Ordinance No. 1577 which replaced Chapter 23D of the Woodland Municipal Code related to urban stormwater quality management and discharge control, and amended Sections 14A-1-3 relating to public nuisances, 25-2-40 and 25-6-01 relating to open space, and 25-22-10 and 25-22-20 relating to landscaping and setback areas. The ordinance updated the City's legal authority to implement the State Water Resources Control Board Order No. 2013-0001-DWQ, NPDES Permit No. CAS000004 ("General Permit"). Specifically, the City must have legal authority to control discharges from municipal separate storm sewer systems (MS4s), to effectively prohibit non-stormwater from entering the MS4, and to require compliance with appropriate best management practices.

MUNICIPAL-SPECIFIC INFORMATION

The General Permit was adopted by the State Water Resources Control Board on February 5, 2013, became effective on July 1, 2013, and implements the federal Clean Water Act and California's Porter-Cologne Water Quality Control Act, and applies to municipalities such as Woodland.

APPENDIX 1 - GLOSSARY

Glossary for the Post-Construction Standards Plan⁴

Capital Improvement Project (CIP) – A public project that is owned by the municipality. It is not subject to the plan check process but is subject to the Post-Construction Standards Plan and Section E.12 of the Phase II MS4 Permit. (Definition provided by the document publisher.)

Detached Single-family Home Project - The building of one single new house or the addition and/or replacement of impervious surface associated with one single existing house, which is not part of a larger plan of development.

Discretionary Project – A project that is subject to the municipal plan check process and discretionary review and conditioning.

Facility – For the purpose of this Post-Construction Development Standards Plan, facility refers to a Site Design Control or Treatment Control Measure and does not refer to a property, parcel, industrial plant, or place of business. (Definition provided by the document publisher.)

Hydromodification - Modification of hydrologic pathways (precipitation, surface runoff, infiltration, groundwater flow, return flow, surface-water storage, groundwater storage, evaporation and transpiration) that results in negative impacts to watershed health and functions.

Impervious Surface - A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/storm water. Impervious surfaces include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering. Landscaped soil and pervious pavement, including pavers with pervious openings and seams, underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold the specified volume of rainfall runoff are not impervious surfaces.

Industrial Development - Development or redevelopment of property to be used for industrial purposes, such as factories, manufacturing buildings, and research and development parks.

Linear Underground/Overhead Projects (LUPs) - Include, but are not limited to, any conveyance, pipe, or pipeline for the transportation of any gaseous, liquid (including water and wastewater for domestic municipal services), liquescent, or slurry substance; any cable line or wire for the transmission of electrical energy; any cable line or wire for communications (e.g., telephone, telegraph, radio, or television messages); and associated ancillary facilities. Construction activities associated with LUPs include, but are not limited to, (a) those activities necessary for the installation of underground and overhead linear facilities (e.g., conduits, substructures, pipelines, towers, poles, cables, wires, connectors, switching, regulating and transforming equipment, and associated ancillary facilities); and include, but are not limited to, (b) underground utility mark-out, potholing, concrete and asphalt cutting and removal, trenching, excavation, boring and drilling, access road and pole/tower pad and cable/wire pull station, substation construction, substructure installation, construction of tower footings and/or foundations, pole and tower installations, pipeline installations, welding, concrete and/ or pavement repair or replacement, and stockpile/borrow locations.

⁴ Definitions (unless otherwise specified) are from the Phase II MS4 NPDES General Permit, Order No. 2013-0001-DWQ, Attachment I; www.swrcb.ca.gov/water_issues/programs/stormwater/docs/phsii2012_5th/att_i_glossary_final.pdf

Low Impact Development – A sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional storm water management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, Low Impact Development (LID) takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes. The goal of LID is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to the source of rainfall. LID has been a proven approach in other parts of the country and is seen in California as an alternative to conventional storm water management.

Ministerial Project – A project that is non-discretionary and consists of a grading or building permit that is pulled “over-the-counter” without a plan check review process. (Definition provided by the document publisher.)

Municipal Separate Storm Sewer System (MS4) - The regulatory definition of an MS4 (40 CFR 122.26(b)(8)) is "a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created to or pursuant to state law) including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges into waters of the United States. (ii) Designed or used for collecting or conveying storm water; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2." In practical terms, operators of MS4s can include municipalities and local sewer districts, state and federal departments of transportation, public universities, public hospitals, military bases, and correctional facilities. The Storm water Phase II Rule added federal systems, such as military bases and correctional facilities by including them in the definition of small MS4s.

National Pollutant Discharge Elimination System (NPDES) - A national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the CWA.

New Development - New Development means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision on an area that has not been previously developed.

Non-Discretionary Project – A project that is not subject to the municipal plan check process; also known as a ministerial project. (Definition provided by the document publisher.)

Pervious Pavement - Pavement that stores and infiltrates rainfall at a rate that exceeds conventional pavement.

Pollutants of Concern - Pollutants of concern found in urban runoff include sediments, non-sediment solids, nutrients, pathogens, oxygen-demanding substances, petroleum hydrocarbons, heavy metals, floatables, polycyclic aromatic hydrocarbons (PAHs), trash, and pesticides and herbicides.

Redevelopment - Land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface area on a site on which some past development has occurred. Redevelopment does not

include trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway.

Regulated Project – Refers to projects subject to the new and redevelopment standards in Section E.12c. of the Phase II MS4 Permit and includes projects that create and / or replace 5,000 ft² or more of impervious surface.

Residential Housing Subdivision - Any property development of multiple single-family homes or of dwelling units intended for multiple families/households (e.g., apartments, condominiums, and town homes).

Riparian Areas – Plant communities contiguous to and affected by surface and subsurface hydrologic features of perennial or intermittent water bodies. Riparian areas have one or both of the following characteristics: 1) distinctively different vegetative species than adjacent areas, and 2) species similar to adjacent areas but exhibiting more vigorous or robust growth forms. Riparian areas are usually transitional between wetland and upland.

Small Project – Projects that create and / or replace between 2,500 and 5,000 ft² of impervious surface and detached single family home projects that create and / or replace more than 2,500 ft² and that are not part of a larger common plan. (Definition provided by the document publisher.)

Smart Growth Projects – Projects that produce multiple-benefits such as economic, social and environmental benefits. Smart growth projects commonly include high density development projects that result in a reduction of runoff volume per capita as a result of reduced impervious surface.

Source Control - Land use or site planning practices, or structural or nonstructural measures, that aim to prevent runoff pollution by reducing the potential for contact with rainfall runoff at the source of pollution. Source control BMPs minimize the contact between pollutants and urban runoff.

Surface Drainage - Any above-ground runoff (sheet, shallow concentrated, and open channel) that flows into the storm drain system.

Storm Drain System - The basic infrastructure in a municipal separate storm sewer system that collects and conveys storm water runoff to a treatment facility or receiving water body.

Storm Water – Storm water is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As storm water flows over the land or impervious surfaces, it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the storm water is discharged untreated.

Storm Water Treatment System - Any engineered system designed to remove pollutants from storm water runoff by settling, filtration, biological degradation, plant uptake, media absorption/adsorption or other physical, biological, or chemical process. This includes landscape-based systems such as grassy swales and bioretention units as well as proprietary systems.

Structural Controls - Any structural facility designed and constructed to mitigate the adverse impacts of storm water and urban runoff pollution.

Treatment - Any method, technique, or process designed to remove pollutants and/or solids from polluted storm water runoff, wastewater, or effluent.

APPENDIX 2 - ACRONYMS

Acronyms of the Post-Construction Standards Plan

ASTM	American Society for Testing and Materials
BMP	Best Management Practice
CASQA	California Storm Water Quality Association (www.CASQA.org)
CPSWQ	Certified Professional in Storm Water Quality
CIP	Capital Improvement Project
CWA	Clean Water Act
DMA	Drainage Management Area
HSG	Hydrologic Soil Group
LID	Low Impact Development
LUPs	Linear Utility Projects
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
NRCS	Natural Resources Conservation Service
O&M	Operation and Maintenance
PE	Professional Engineer
SMARTS	Storm Water Multi-Application, Reporting, and Tracking System (https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp)
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency

APPENDIX 3 – SECTION E.12 OF THE PHASE II MS4 PERMIT

E.12 POST CONSTRUCTION STORM WATER MANAGEMENT PROGRAM

E.12.a. Post-Construction Measures

Permittees shall regulate development to comply with the following Sections:

- E.12.b Site Design Measures
- E.12.c. Regulated Projects
- E.12.d. Source Control Measures
- E.12.e. Low Impact Development (LID) Design Standards
- E.12.f. Hydromodification Measures
- E.12.g. Enforceable Mechanisms
- E.12.h. Operation and Maintenance of Storm Water Control Measures
- E.12.i. Post-Construction Best Management Practice Condition Assessment
- E.12.j. Planning and Development Review Process
- E.12.k. Post-Construction Storm Water Management Requirements Based on Assessment and Maintenance of Watershed Processes
- E.12.l. Alternative Post-Construction Storm Water Management Program

E.12.b. Site Design Measures

- (i) **Task Description** – Within the **second year** of the effective date of the permit, the Permittee shall **require implementation of site design measures** for all projects that create and/or replace (including projects with no net increase in impervious footprint) between 2,500 square feet and 5,000 square feet of impervious surface, including detached single family homes that create and/or replace 2,500 square feet or more of impervious surface and are not part of a larger plan of development. Site design measures as specified in this section are not applicable to linear underground/overhead projects (LUPs).
- (ii) **Implementation Level** - Projects shall implement one or more of the following **site design measures** to reduce project site runoff:
 - (a) **Stream Setbacks and Buffers** - a vegetated area including trees, shrubs, and herbaceous vegetation, that exists or is established to protect a stream system, lake reservoir, or coastal estuarine area;
 - (b) **Soil Quality Improvement and Maintenance** - improvement and maintenance soil through soil amendments and creation of microbial community;
 - (c) **Tree Planting and Preservation** - planting and preservation of healthy, established trees that include both evergreens and deciduous, as applicable;
 - (d) **Rooftop and Impervious Area Disconnection** - rerouting of rooftop drainage pipes to drain rainwater to rain barrels, cisterns, or permeable areas instead of the storm sewer;
 - (e) **Porous Pavement** - pavement that allows runoff to pass through it, thereby reducing the runoff from a site and surrounding areas and filtering pollutants;
 - (f) **Green Roofs** - a vegetative layer grown on a roof (rooftop garden);
 - (g) **Vegetated Swales** - a vegetated, open-channel management practice designed specifically to treat and attenuate storm water runoff;
 - (h) **Rain Barrels and Cisterns** - system that collects and stores storm water runoff from a roof or other impervious surface.

Project proponents shall use the State Water Board SMARTS Post-Construction Calculator²¹, or equivalent to quantify the runoff reduction resulting from implementation of site design measures.

- (iii) **Reporting** - The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a.for compliance directions.

E.12.c. Regulated Projects

- (i) **Task Description** – Within the **second year** of the effective date of the permit, the Permittee shall implement standards to effectively reduce runoff and pollutants associated with runoff from Regulated Projects as defined below.
- (ii) **Implementation Level** - The Permittee shall regulate all projects that create and/or replace 5,000 square feet or more of impervious surface (Regulated Projects). The Permittee shall require these Regulated Projects to implement measures for site design, source control, runoff reduction, storm water treatment and baseline hydromodification management as defined in this Order.

Regulated Projects do not include:

- Detached single family home projects that are not part of a larger plan of development;
- Interior remodels;

²¹ The State Water Board SMARTS Post-Construction Calculator can be found at: <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>

- Routine maintenance or repair such as: exterior wall surface replacement, pavement resurfacing within the existing footprint.
- LUPs - Unless the LUP has a discrete location that has 5,000 square feet or more of newly constructed contiguous impervious surface. When the LUP has a discrete location that has 5,000 sq-ft or more of new contiguous impervious surface, only that specific discrete location is subject to Section E.12.c.

Regulated Projects include development projects. Development includes new and redevelopment projects on public or private land that fall under the planning and permitting authority of a Permittee. Redevelopment is any land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface area on a site on which some past development has occurred. Redevelopment does not include trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway. The following (a-c) describe specific Regulated Project requirements for redevelopment, road projects and LUPs:

- (a) Where a redevelopment project results in an increase of more than 50 percent of the impervious surface of a previously existing development, runoff from the entire project, consisting of all existing, new, and/or replaced impervious surfaces, must be included to the extent feasible.
- (b) Where a redevelopment project results in an increase of less than 50 percent of the impervious surface of a previously existing development, only runoff from the new and/or replaced impervious surface of the project must be included.
- (c) Road Projects and LUPs - Any of the following types of road projects and LUPs that create 5,000 square feet or more of newly constructed contiguous impervious surface and that are public road projects and/or fall under the building and planning authority of a Permittee shall comply with Section E.12.e. Low Impact Development Standards except that treatment of runoff of the 85th percentile that cannot be infiltrated onsite shall follow U.S. EPA guidance regarding green infrastructure to the extent feasible. Types of projects include:
 - 1) Construction of new streets or roads, including sidewalks and bicycle lanes built as part of the new streets or roads.
 - 2) Widening of existing streets or roads with additional traffic lanes.
 - a) Where the addition of traffic lanes results in an alteration of more than 50 percent of the impervious surface of an existing street or road, runoff from the entire project, consisting of all existing, new, and/or replaced impervious surfaces, must be included in the treatment system design.
 - b) Where the addition of traffic lanes results in an alteration of less than 50 percent (but 5,000 square feet or more) of the impervious surface

of an existing street or road, only the runoff from new and/or replaced impervious surface of the project must be included in the treatment system design.

- 3) Construction of linear underground/overhead projects (LUPs)
- 4) Specific exclusions are:
 - a) Sidewalks built as part of new streets or roads and built to direct storm water runoff to adjacent vegetated areas.
 - b) Bicycle lanes that are built as part of new streets or roads that direct storm water runoff to adjacent vegetated areas.
 - c) Impervious trails built to direct storm water runoff to adjacent vegetated areas, or other non-erodible permeable areas, preferably away from creeks or towards the outboard side of levees.
 - d) Sidewalks, bicycle lanes, or trails constructed with permeable surfaces.
 - e) Trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways and parking lots; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway.

Effective Date for Applicability of Low Impact Development Runoff Standards to Regulated Projects: By the **second year** of the effective date of the permit, **the Permittee shall require these Post-Construction Standards be applied on applicable new and redevelopment Regulated Projects**, both private development requiring municipal permits and public projects, to the extent allowable by applicable law. **These include discretionary permit projects that have not been deemed complete for processing and discretionary permit projects without vesting tentative maps that have not requested and received an extension of previously granted approvals. Discretionary projects that have been deemed complete prior to the second year of the effective date of this Order are not subject to the Post-Construction Standards herein.** For the Permittee's Regulated Projects, the effective date shall be the date their governing body or designee approves initiation of the project design.

Permittee's Development Projects - The Permittee shall develop and implement an equivalent approach, to the approach used for private development projects, to apply the most current version of the low impact development runoff standards to applicable public development projects, to the extent allowable by applicable law.

E.12.d. Source Control Measures

- (i) **Task Description** – Regulated Projects with pollutant-generating activities and sources shall be **required to implement standard permanent and/or operation source control measures as applicable.**
- (ii) **Implementation Level** - **Measures for the following pollutant generating activities and sources shall be designed consistent with recommendations from the CASQA**

Stormwater BMP Handbook for New Development and Redevelopment or equivalent manual, and include:

- (a) Accidental spills or leaks
- (b) Interior floor drains
- (c) Parking/storage areas and maintenance
- (d) Indoor and structural pest control
- (e) Landscape/outdoor pesticide use
- (f) Pools, spas, ponds, decorative fountains, and other water features
- (g) Restaurants, grocery stores, and other food service operations
- (h) Refuse areas
- (i) Industrial processes
- (j) Outdoor storage of equipment or materials
- (k) Vehicle and equipment cleaning
- (l) Vehicle and equipment repair and maintenance
- (m) Fuel dispensing areas
- (n) Loading docks
- (o) Fire sprinkler test water
- (p) Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources
- (q) Unauthorized non-storm water discharges
- (r) Building and grounds maintenance

E.12.e. Low Impact Development (LID) Design Standards

- (i) **Task Description** – The Permittee shall require all Regulated Projects to implement low impact development (LID) standards designed to reduce runoff, treat storm water, and provide baseline hydromodification management to the extent feasible, to meet the Numeric Sizing Criteria for Storm Water Retention and Treatment under Section E.12.e(ii)(c).
- (ii) **Implementation Level** – The Permittee shall adopt and implement requirements and standards to ensure design and construction of development projects achieve the following LID Design Standards.
 - (a) **Site Assessment**

At the earliest planning stages, the Permittee shall require Regulated Projects to assess and evaluate how site conditions, such as soils, vegetation, and flow paths, will influence the placement of buildings and paved surfaces. The evaluation will be used to meet the goals of capturing and treating runoff and assuring these goals are incorporated into the project design. The Permittee may adopt or reference an existing LID site assessment methodology²² Permittees shall require Regulated Projects to consider optimizing the site layout through the following methods:

- 1) Define the development envelope and protected areas, identifying areas that are most suitable for development and areas to be left undisturbed.

²² Low Impact Development Manual for Southern California (Low Impact Development Center – See CASQA's LID website at: <http://www.casqa.org/LID/tabid/240/Default.aspx>.

- 2) Concentrate development on portions of the site with less permeable soils and preserve areas that can promote infiltration.
- 3) Limit overall impervious coverage of the site with paving and roofs.
- 4) Set back development from creeks, wetlands, and riparian habitats.
- 5) Preserve significant trees.
- 6) Conform the site layout along natural landforms.
- 7) Avoid excessive grading and disturbance of vegetation and soils.
- 8) Replicate the site's natural drainage patterns.
- 9) Detain and retain runoff throughout the site.

(b) Drainage Management Areas

The Permittee shall require each Regulated Project to provide a map or diagram dividing the developed portions of the project site into discrete Drainage Management Areas (DMAs), and to manage runoff from each DMA using Site Design Measures, Source Controls and/or Storm Water Treatment and Baseline Hydromodification Measures.

(c) Numeric Sizing Criteria for Storm Water Retention and Treatment

The Permittees shall require facilities designed to *evapotranspire, infiltrate, harvest/use, and biotreat* storm water to meet at least one of the following hydraulic sizing design criteria:

1) Volumetric Criteria:

- a) The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998) pages 175-178 (that is, approximately the 85th percentile 24-hour storm runoff event); or
- b) The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of the CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003), using local rainfall data.

2) Flow-based Criteria:

- a) The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or
- b) The flow of runoff produced from a rain event equal to at least 2 times the 85th percentile hourly rainfall intensity as determined from local rainfall records.

(d) **Site Design Measures**

The Permittee shall implement **Site Design Measures** (as defined in Section E.12.b. Site Design Measures and Section E.12.e(ii)(a) Site Assessment), site layout and design measures, based on the objective of achieving infiltration, evapotranspiration and/or harvesting/reuse of the 85th percentile 24-hour storm runoff event. Site design measures shall be used to reduce the amount of runoff, to the extent technically feasible, for which retention and runoff is required. *Any remaining runoff from impervious DMAs may then be directed to one or more bioretention facilities as specified in Section E.12.e.(ii)(f), below.*

(e) **Source Controls**

The Permittee shall implement Source Controls as defined in Section E.12.d. Source Control Measures.

(f) **Storm Water Treatment Measures and Baseline Hydromodification Management Measures**

After implementation of **Site Design Measures**, remaining runoff from impervious DMAs must be directed to one or more facilities designed to infiltrate, evapotranspire, and/or bioretain the amount of runoff specified in Section E.12.e(ii)(c) Numeric Sizing Criteria for Storm Water Retention and Treatment. *The facilities must be demonstrated to be at least as effective as a bioretention system with the following design parameters:*

- 1) Maximum surface loading rate of 5 inches per hour, based on the flow rates calculated. A sizing factor of 4% of tributary impervious area may be used.
- 2) Minimum surface reservoir volume equal to surface area times a depth of 6 inches.
- 3) Minimum planting medium depth of 18 inches. The planting medium must sustain a minimum infiltration rate of 5 inches per hour throughout the life of the project and must maximize runoff retention and pollutant removal. A mixture of sand (60%-70%) meeting the specifications of American Society for Testing and Materials (ASTM) C33 and compost (30%-40%) may be used.
- 4) Subsurface drainage/storage (gravel) layer with an area equal to the surface area and having a minimum depth of 12 inches.
- 5) Underdrain with discharge elevation at top of gravel layer.
- 6) No compaction of soils beneath the facility, or ripping/loosening of soils if compacted.
- 7) No liners or other barriers interfering with infiltration.
- 8) Appropriate plant palette for the specified soil mix and maximum available water use.

(g) **Alternative Designs** — Facilities, or a combination of facilities, of a different design than in Section E.12.e.(ii)(f) may be permitted if all of the following

measures of equivalent effectiveness are demonstrated:

- 1) Equal or greater amount of runoff infiltrated or evapotranspired;
- 2) Equal or lower pollutant concentrations in runoff that is discharged after biotreatment;
- 3) Equal or greater protection against shock loadings and spills;
- 4) Equal or greater accessibility and ease of inspection and maintenance.

(h) **Allowed Variations for Special Site Conditions** - The bioretention system design parameters in Section E.12.e.(ii)(f) may be adjusted for the following special site conditions:

- 1) Facilities located within 10 feet of structures or other potential geotechnical hazards established by the geotechnical expert for the project *may incorporate an impervious cutoff wall between the bioretention facility and the structure or other geotechnical hazard.*
- 2) Facilities with documented high concentrations of pollutants in underlying soil or groundwater, facilities located where infiltration could contribute to a geotechnical hazard, and facilities located on elevated plazas or other structures *may incorporate an impervious liner and may locate the underdrain discharge at the bottom of the subsurface drainage/storage layer* (this configuration is commonly known as a “flow-through planter”).
- 3) Facilities located in areas of high groundwater, highly infiltrative soils or where connection of underdrain to a surface drain or to a subsurface storm drain are infeasible, *may omit the underdrain.*
- 4) Facilities serving high-risk areas such as fueling stations, truck stops, auto repairs, and heavy industrial sites *may be required to provide additional treatment to address pollutants of concern unless these high-risk areas are isolated from storm water runoff or bioretention areas with little chance of spill migration.*

(i) **Exceptions to Requirements for Bioretention Facilities** - Contingent on a demonstration that use of bioretention or a facility of equivalent effectiveness is infeasible, *other types of biotreatment or media filters (such as tree-box-type biofilters or in-vault media filters)* may be used for the following categories of Regulated Projects:

- 1) Projects creating or replacing an acre or less of impervious area, and located in a designated pedestrian-oriented commercial district (i.e., smart growth projects), and having at least 85% of the entire project site covered by permanent structures;
- 2) Facilities receiving runoff solely from existing (pre-project) impervious areas; and
- 3) Historic sites, structures or landscapes that cannot alter their original configuration in order to maintain their historic integrity.

By the second year of the effective date of the permit, each Permittee shall adopt or reference appropriate performance criteria for such biotreatment and media filters.

- (iii) **Reporting** – The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a.for compliance directions.

E.12.f. Hydromodification Management

- (i) **Task Description** – Within the **third year** of the effective date of the permit, the Permittee shall develop and implement Hydromodification Management procedures. **Hydromodification management projects are Regulated Projects that create and/or replace one acre or more of impervious surface.** A project that does not increase impervious surface area over the pre-project condition is not a hydromodification management project.

- (ii) **Implementation Level** - The Permittee shall implement the following Hydromodification Standard:

- (a) **Post-project runoff shall not exceed estimated pre-project flow rate for the 2-year, 24-hour storm in the following geomorphic provinces** (Figure 1):

- Coast Ranges
- Klamath Mountains
- Cascade Range
- Modoc Plateau
- Basin and Range
- Sierra Nevada
- **Great Valley**

- (b) Post-project runoff shall not exceed estimated pre-project flow rate for the 10-year, 24-hour storm in the following geomorphic provinces (Figure 1):

- Transverse Ranges
- Peninsular Ranges
- Mojave Desert
- Colorado Desert



Figure 1. California Geomorphic Provinces

Alternatively, the Permittee may use a geomorphically based hydromodification standard or set of standards and analysis procedures designed to ensure that Regulated Projects do not cause a decrease in lateral (bank) and vertical (channel bed) stability in receiving stream channels. The alternative hydromodification standard or set of standards and analysis procedures must be reviewed and approved by the Regional Board Executive Officer.

- (iii) **Reporting** –The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a. for compliance directions.

E.12.g. Enforceable Mechanisms

- (i) **Task Description** - Within the **third year** of the effective date of the permit, the Permittee shall develop and/or modify enforceable mechanisms that will effectively implement the requirements in Section E.12.b through f (if necessary).
- (ii) **Implementation Level** - The Permittee shall develop and/or modify enforceable mechanisms that will effectively implement the requirements in Section E.12.b through E.12.f and may include municipal codes, regulations, standards, and specifications. The Permittee shall:
 - (a) *Conduct an analysis* of all applicable codes, regulations, standards, and/or specifications *to identify modifications and/or additions necessary to fill gaps and remove impediments to effective implementation of project-scale development requirements.*
 - (b) *Approve new and/or modified enforceable mechanisms that effectively resolve regulatory conflicts and implement the requirements* in Sections E.12.b through E.12.f (if necessary)
 - (c) *Apply new and/or modified enforceable mechanisms to all applicable new and redevelopment projects. **Develop and make available specific guidance for LID BMP design***
 - (d) Complete a Tracking Report indicating the Permittee's accomplishments in education and outreach supporting implementation of LID requirements for new and redevelopment projects.

E.12.h. Operation and Maintenance of Post-Construction Storm Water Management Measures

- (i) **Task Description** –Within the **second year** of the effective date of the permit, the Permittee shall implement an **O&M Verification Program** for storm water treatment and baseline hydromodification management structural control measures defined in Section E.12.e(ii)(f). Storm Water Treatment Measures and Baseline Hydromodification Management Measures on all Regulated Projects.
- (ii) **Implementation Level** – At a minimum, the O&M Verification Program shall include the following elements:
 - (a) All Regulated Projects shall at a minimum, require **at least one of the following** from all project proponents and their successors in control of the Project or successors in fee title:
 - 1) The project proponent's signed statement accepting responsibility for the O&M of structural control measure(s) until such responsibility is legally transferred to another entity;
 - 2) Written conditions in the sales or lease agreements or deed for the project that requires the buyer or lessee to assume responsibility for the O&M of the installed treatment system(s) and hydromodification control(s) (if any) until such responsibility is legally transferred to another entity;

- 3) Written text in project deeds, or conditions, covenants and restrictions for multi-unit residential projects that require the homeowners association or, if there is no association, each individual owner to assume responsibility for the O&M of the installed treatment system(s) and hydromodification control(s) (if any) until such responsibility is legally transferred to another entity; or
 - 4) Any other legally enforceable agreement or mechanism, such as recordation in the property deed, that assigns the O&M responsibility for the installed treatment system(s) and hydromodification control(s) (if any) to the project owner(s) or the Permittee.
- (b) Coordination with the appropriate mosquito²³ and vector control agency with jurisdiction to establish a protocol for notification of installed treatment systems and hydromodification management controls. *On an annual basis, before the wet season, prepare a list of newly installed (installed within the reporting period) storm water treatment systems and hydromodification management controls to the local mosquito and vector control agency and the appropriate Regional Water Board.* The Permittee may submit the list of Regulated Projects as described in Section E.12.h.(ii)(e). This list shall include the facility locations and a description of the storm water treatment measures and hydromodification management controls installed.
 - (c) Conditions of approval or other legally enforceable agreements or mechanisms for all Regulated Projects that require the granting of site access to all representatives of the Permittee for the sole purpose of performing O&M inspections of the installed treatment system(s) and hydromodification control(s) (if any).
 - (d) A **written** implementation plan that describes O&M (including inspection) of all Regional Projects and regional controls that are Permittee-owned and/or operated.
 - (e) **A database or equivalent tabular format of all Regulated Projects** (public and private) that have installed treatment systems. This database or equivalent tabular format shall include the following information for each Regulated Project:
 - 1) Name and address of the Regulated Project;
 - 2) Specific description of the location (or a map showing the location) of the installed treatment system(s) and hydromodification control(s) (if any);
 - 3) Date(s) that the treatment system(s) and hydromodification controls (if any) is/are installed;
 - 4) Description of the type and size of the treatment system(s) and hydromodification control(s) (if any) installed;
 - 5) Responsible operator(s) of each treatment system and hydromodification control (if any);
 - 6) Dates and findings of inspections (routine and follow-up) of the treatment system(s) and hydromodification control(s) (if any) by the Permittee; and
 - 7) Any problems and corrective or enforcement actions taken.

²³ California Department of Public Health. (2012). Best Management Practices for Mosquito Control in California. Retrieved on July 20, 2012 from <http://www.westnile.ca.gov/resources.php>

- 8) **Maintenance Approvals:** The Permittee shall ensure that systems and hydromodification controls installed at Regulated Projects are properly operated and maintained for the life of the projects. In cases where the responsible party for a treatment system or hydromodification control has worked diligently and in good faith with the appropriate state and federal agencies and the Permittee to obtain approvals necessary to complete maintenance activities for the treatment system or hydromodification management control, but these approvals are not granted, the Permittee shall be deemed to be in compliance with this Provision.
- (iii) **Reporting** – The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a. for compliance directions.

E.12.i. Post-Construction Best Management Practice Condition Assessment

- (i) **Task Description** – Within the **third year** of the effective date of the permit, the Permittee shall inventory and assess the maintenance condition of structural post-construction BMPs (including BMPs used for flood control) within the Permittee's jurisdiction.
- (ii) **Implementation Level** – *The Permittee shall develop and implement a plan to inventory, map, and determine the relative maintenance condition of structural post-construction BMPs. Maintenance condition shall be determined through a self-certification program where Permittees require annual reports from authorized parties demonstrating proper maintenance and operations.* The plan shall include:
- (a) An inventory and map of existing structural post-construction BMPs, in GIS if available.
 - (b) Assessments of the self-certification program annual reports. Assessment shall include a ranking of structural BMPs and verification that BMPs are operating to remove pollutants as designed. Regional BMPs should receive higher priority than lot-scale BMPs, and BMPs designed to remove pollutants for which receiving water is impaired should receive priority attention over other BMPs.
 - (c) Appropriate escalating enforcement based on the Permittee Enforcement Response Plan to ensure proper maintenance of BMPs and submittal of self-certification annual reports.
 - (d) Self-Certification Annual Reports. At a minimum, the self-certification annual reports shall include:
 - 1) Field observations to determine the effectiveness of the structural post construction BMPs in removing pollutants of concern from storm water runoff and/or reducing hydromodification impacts as designed.

- 2) Long-term plan for conducting regular maintenance of BMPs, including the frequency of such maintenance.
- (iii) **Reporting** – The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a. for compliance directions.

E.12.j. Planning and Development Review Process

- (i) **Task Description** – The Permittee shall review their planning and permitting process to assess any gaps or impediments impacting effective implementation of these post-construction requirements specified in Section E.12, and where these are found to exist, seek solutions to promote implementation of these requirements within the context of public safety and community goals for land use. The Permittee shall prioritize review of the landscape code (code detailing landscaping requirements and considerations which should be implemented to protect environmental quality) to correct gaps and impediments impacting effective implementation of post-construction requirements.
- (ii) **Implementation Level** – During years 1 – 3, the Permittee shall conduct the review using an existing guide or template already developed for MS4s (such as the Municipal Regulatory Update Assistance Program (MRUAP)²⁴ conducted by AHBL, Inc. for the Low Impact Development Initiative (LIDI) on the Central Coast). By the fourth year of the effective date of the permit, any changes to the planning and permitting process will be completed to effectively administer these provisions. Priority shall be placed on review of the landscape code, with the following implementation level.
 - (a) Within the first year of the effective date of this permit, the Permittee shall conduct an analysis of the landscape code to correct gaps and impediments impacting effective implementation of post-construction requirements.
 - (b) Within the second year of the effective date of the permit, the Permittee shall complete any changes to the landscape code to effectively administer post-construction requirements.
- (iii) **Reporting** – By the second year Annual Report and annually thereafter, complete and have available a summary of the review process, and any proposed or completed changes to the Permittee's program.

²⁴ <http://www.casqa.org/LIDDemo/LIDTraining/tabid/246/Default.aspx>

E.12.k. Post-Construction Storm Water Management Requirements Based on Assessment and Maintenance of Watershed Processes

Small MS4s subject to Section E of this Order, in place of complying with the requirements set forth in Section E.12, except for Sections E.12.j. Planning and Development Review Process and E.12.e(ii)(e) Source Control Requirements, shall comply with post-construction storm water management requirements based on a watershed-process approach developed by Regional Water Board that include the following:

- Completion of a comprehensive assessment of dominant watershed processes affected by urban storm water
- LID site design and runoff reduction measures, numeric runoff treatment and retention controls, and hydromodification controls that will maintain watershed processes and protect water quality and beneficial uses.
- A process by which Regional Board staff will actively engage Permittees to adaptively manage requirements as determined by the assessment of watershed processes.
- An annual reporting program that involves Regional Board staff and State Board staff to inform statewide watershed process based criteria.

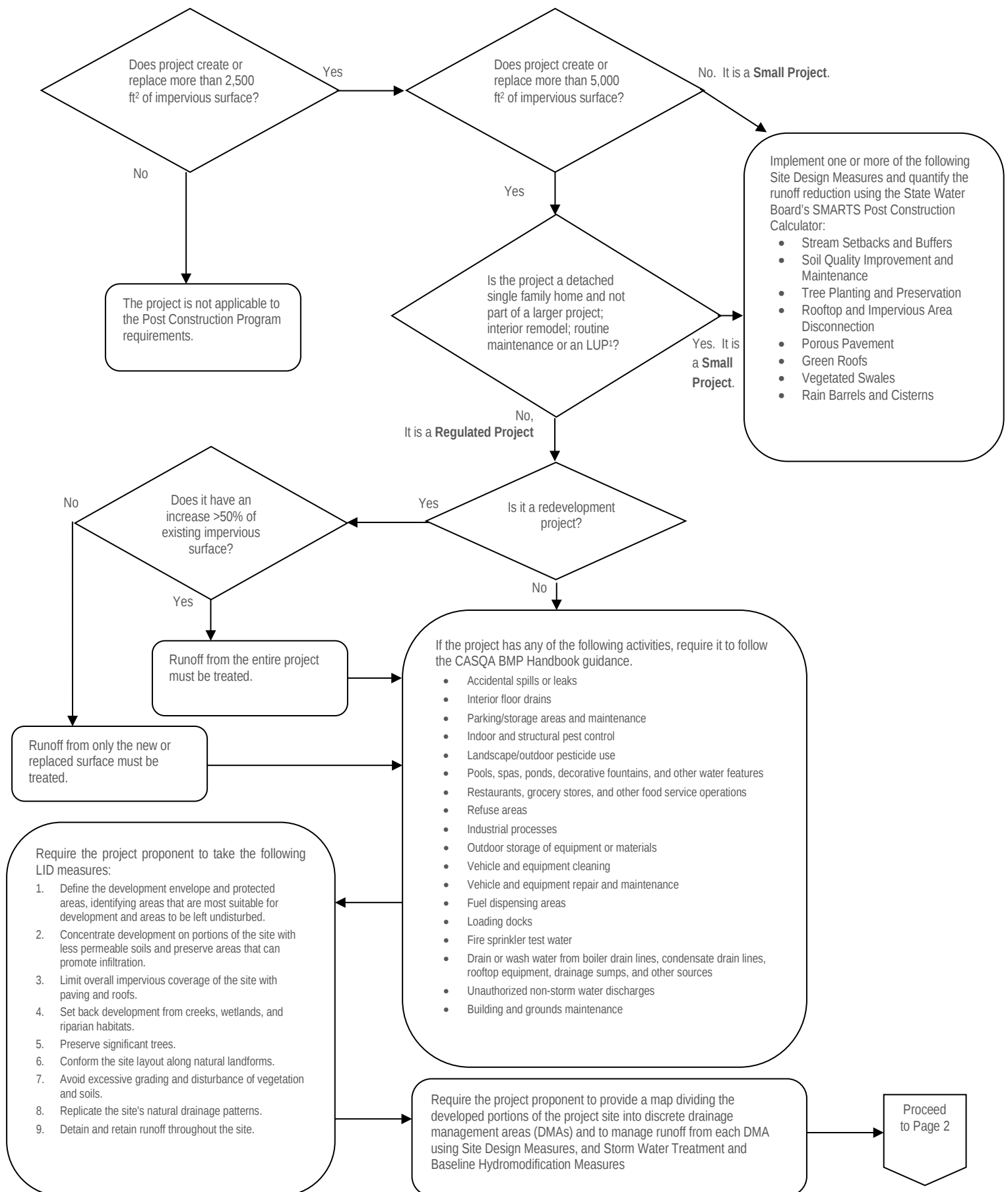
The regional watershed-process based approach must be approved by the Regional Water Board following a public process.

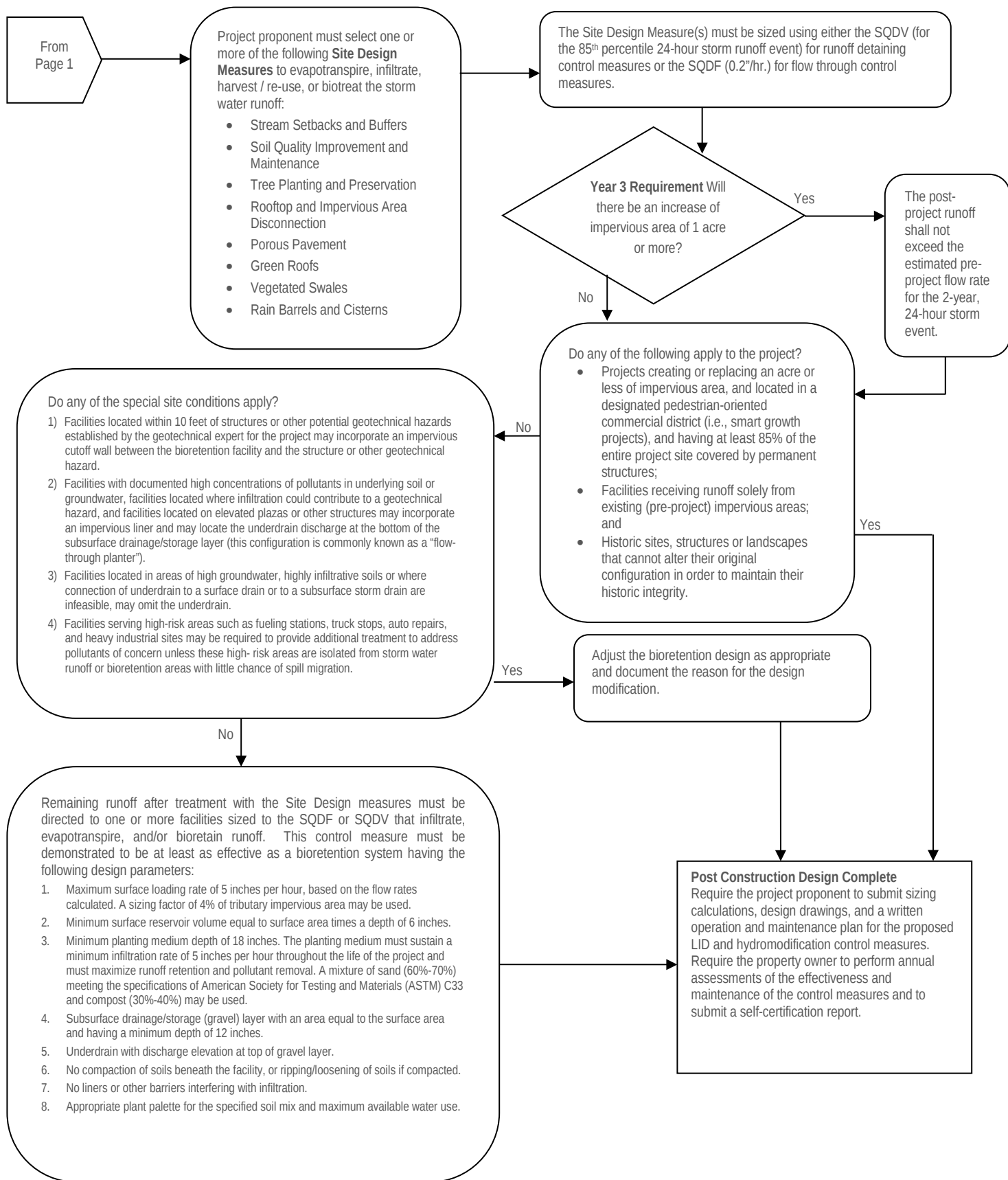
E.12.l. Alternative Post-Construction Storm Water Management Program

A Permittee may propose alternative post-construction measures in lieu of some or all of Section E.12. requirements for multiple benefit projects. Multiple-benefit projects include projects that may address any of the following, in addition to water quality: water supply, flood control, habitat enhancement, open space preservation, recreation, climate change. Multiple-benefit projects may be applied at various scales including project site, municipal or sub-watershed level. Multiple-benefit projects may include, but are not limited to, projects developed under Watershed Improvement Plans (Water Code §16100 et seq.), IRWMP implementation and green infrastructure projects. Multiple benefit projects must be equally or more protective of water quality than Section E.12. requirements.

The Regional Water Board or the Executive Officer, may approve alternative post-construction measures for multiple-benefit projects, as described above, after an opportunity for public comment, if the Regional Water Board or Executive Officer finds that the alternative measures are consistent with the MEP standard.

APPENDIX 4 – POST-CONSTRUCTION MANAGEMENT FLOW CHART

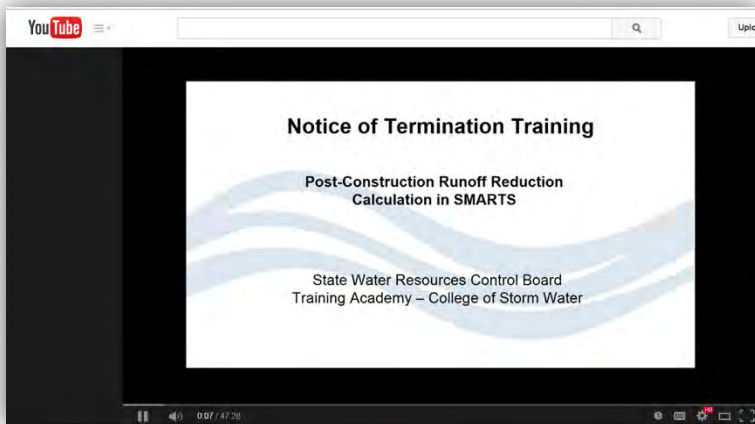




APPENDIX 5 – STATE OF CALIFORNIA POST-CONSTRUCTION CALCULATOR

Instructions on the Download and Use of the State of California's Post-Construction Calculator

Post-Construction Calculator which is available on the Water Board's SMARTS website or can be accomplished through the State's Microsoft Excel™ version of the calculator. The Water Board has created an instructional video on how to populate and use the Post-Construction Calculator.



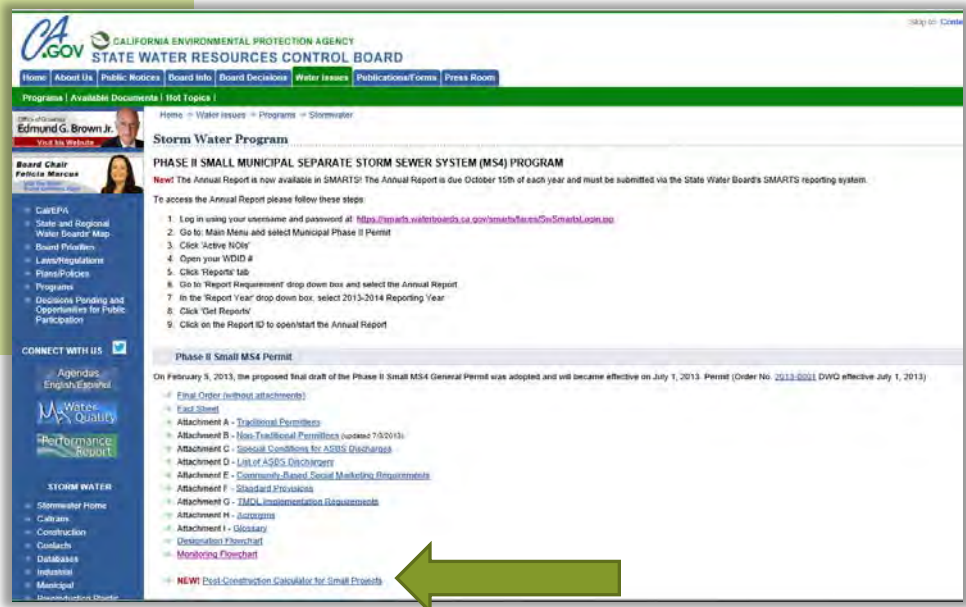
The Water Board created this 47-minute video that describes how to use the Post-Construction Calculator on SMARTS. It will also help with the Excel version. Although the video was created for the Construction General Permit, it also applies to the Post-Construction Standards Plan. It can be accessed at:

<https://www.youtube.com/watch?v=W3nj4pj8WHY&feature=youtu.be>

Post-Construction Calculator for Small Projects

The Water Board has created a Microsoft Excel version of the calculator that can now be downloaded from the State Water Board's website at the following link:

http://www.swrcb.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.shtml



APPENDIX 6 – VOLUMETRIC SIZING TOOL FOR TREATMENT CONTROLS

Instructions on the Download and Use of the Volumetric Sizing Tool for Treatment Control Measures

The Phase II MS4 Permit requires the municipality to condition applicable new development and redevelopment projects to require facilities designed to *evapo-transpire, infiltrate, harvest/use, and biotreat* storm water to meet at least one of the following hydraulic sizing design criteria:

Volumetric Criteria:

- The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998) pages 175-178 (that is, approximately the 85th percentile 24-hour storm runoff event); or
- The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of the CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003), using local rainfall data.

A Microsoft Excel™ worksheet has been created to assist the project proponent to calculate the capture volumes using both of these volumetric criteria methods. Both methods are described in Section 5 of the 2003 edition of the *CASQA Stormwater Best Management Practice Handbook for New Development and Redevelopment*. Section 5 of the handbook can be accessed and downloaded for free at the following web link:

www.casqa.org/sites/default/files/BMPHandbooks/BMP_NewDevRedev_Section_5.pdf

The Volumetric Sizing Tool Worksheet can be downloaded from:

<http://www.cityofwoodland.org/gov/depts/cd/divisions/engineering/development/h2oquality.asp>

Instructions:

1. Start by entering the data on the “Volume Calculation” tab in the white boxes. It may be necessary to split up the project site into discrete drainage management areas (DMAs) where different “treatment” methods will be used. An example of this would be for a medical complex development where runoff from the parking lot is infiltrated through porous pavement and bioswales; runoff from the building roofs are infiltrated into rain gardens built into the landscaping; and a large undeveloped vegetated area has been graded to act as a retention area. In this case, it would be appropriate to have at least three different DMAs. Provide a name for each DMA and, in Step 1, enter the total area (in square feet) for the DMA.
2. Calculate the percentage of the DMA for completed project that will be impervious to storm water (i.e. hardscape such as building, asphalt, concrete, etc.) and enter it into the white box in Step 2. Also enter the number of existing and planned trees in the DMA, distinguishing between the number of evergreen and the number of deciduous varieties.
3. In Step 3, using Google Earth and the map on the worksheet’s “State Map” tab, determine the distance along the blue line from the Sacramento weather station. Indicate if the project is relatively north or south of Sacramento. If the project is due east or west of the blue line, measure the distance from the perpendicular intercept of the blue line and the Sacramento

weather station. If the project is immediately east or west of the Sacramento weather station, the distance would be zero. This does not have to be exact and is a rough determination of the position of the project relative to the latitude of the Sacramento weather station and the other available weather stations. Rain amounts are relatively higher north of Sacramento and relatively lower south of Sacramento. The CASQA volumetric determination method (referenced above) only includes three relevant weather stations in the Central Valley, which are Redding, Sacramento, and Fresno.

4. Using the information presented under the “Runoff Coefficients” worksheet tab, determine the average runoff coefficient for the DMA and enter it into the white box in Step 4. Document how the average coefficient was determined.
5. In Step 5, the capture volumes using both methods allowed by the Phase II MS4 Permit are presented. The project proponent has the option of using either one. Select the one that will be used.
6. Please note that this sizing tool is only valid for projects located within the California Central Valley from Shasta County in the north to Fresno County in the south. Projects located in the Sierras, Bay Area, coastal mountains, or along the coast cannot use this tool. Projects south of Fresno County cannot use this tool without it being altered.
7. For assistance with this tool, contact John Teravskis of WGR Southwest, Inc. at jteravskis@wgr-sw.com or at (209) 334-5363 x.110.

APPENDIX 7 – DESIGN STANDARD REFERENCES

The following are some online design references for Design Standards and Treatment Controls:

Porous Pavement:

- Caltrans Pervious Pavement Design Guidance, August 2014
www.dot.ca.gov/hq/oppd/stormwtr/bmp/DG-Pervious-Pvm_082114.pdf
- Caltrans Pervious Pavement Specifications and Design Tool:
www.dot.ca.gov/hq/oppd/stormwtr/pervious.htm
- USEPA Guidance Website on Porous Asphalt Pavement:
<http://water.epa.gov/polwaste/npdes/swbmp/Porous-Asphalt-Pavement.cfm>
- Pennsylvania Storm Water Best Management Practices Manual on Pervious Pavement:
www.stormwaterpa.org/assets/media/BMP_manual/chapter_6/Chapter_6-4-1.pdf
- University of New Hampshire Stormwater Center: Design Specifications for Porous Asphalt Pavement and Infiltration Beds:
www.unh.edu/unhsc/sites/unh.edu.unhsc/files/pubs_specs_info/unhsc_pa_spec_10_09.pdf
- National Asphalt Pavement Association's Porous Asphalt Pavements for Storm Water Management Guide Book (Downloadable – cost \$30)
<http://store.asphaltpavement.org/index.php?productID=759>
- Bay Area Stormwater Management Agencies Association and City of Berkeley: Pervious Pavement - Storm Water Control for Small Projects
www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Stormwater%20Fact%20Sheet_BASMAA_Pervious_Paving.pdf
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures
www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf



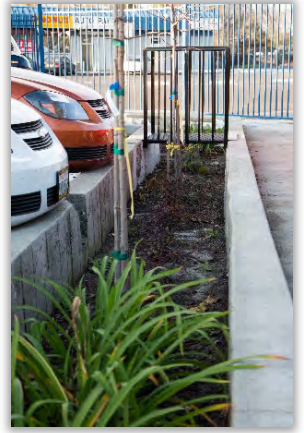
Rain Gardens:

- Bay Area Stormwater Management Agencies Association and Alameda County: Rain Gardens - Storm Water Control for Small Projects
http://alamedaca.gov/sites/default/files/departments-files/2013-04-29/11_-_rain_garden_fact_sheet.pdf
- Low Impact Development Center
(www.lowimpactdevelopment.org/)
Links for Guidance on the Design and Construction of a Rain Garden:
www.lowimpactdevelopment.org/raingarden_design/links.htm#top
Reference and Guidance Downloads:
www.lowimpactdevelopment.org/raingarden_design/download.htm



Flow-through Planters:

- San Mateo Countywide Water Pollution Prevention Program: C.3 Technical Guidance, 6.2 Flow-Through Planter
www.flowstobay.org/files/newdevelopment/C3techguide/12sec6.2Flowthru.pdf
- Stormwater Planters (draft version), Derek C. Godwin, Marissa Sowles, and Desiree Tullos, Oregon Sea Grant Extension; Maria Cahill, Green Girl Land Development Solutions.
http://extension.oregonstate.edu/watershed/sites/default/files/stormwater_planters.pdf
Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures
www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf



Infiltration Trenches and Tree Wells:

- USEPA Storm Water Technology Fact Sheet: Infiltration Trench (EPA 832-F-99-019, September 1999)
http://water.epa.gov/scitech/wastetech/upload/2002_06_28_mtb_infltrench.pdf
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures
www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf
- Minnesota Urban Small Sites BMP Manual: Infiltration Trenches
<http://www.sccd.org/Infiltration%20Trenches.pdf>
- USEPA Stormwater to Street Trees: Engineering Urban Forests for Stormwater Management; (EPA 841-B-13-001, September 2013)
<http://water.epa.gov/polwaste/green/upload/stormwater2streettrees.pdf>



Bioswales, Vegetated Buffers & Swales:

- Caltrans Biofiltration Swale Design Guidance; California Department of Transportation; CTSW-TM-07-172-05, January 2009
www.dot.ca.gov/hq/LandArch/ec/stormwater/guidance/DG-BioSwale-Final02-011309.pdf &
www.dot.ca.gov/hq/LandArch/ec/stormwater/biofiltration_swales.htm
- Biofilters (Bioswales, Vegetative Buffers, & Constructed Wetlands) for Storm Water Discharge Pollution Removal; State of Oregon, Department of Environmental Quality, Dennis Jurries, PE; January 2003



www.deq.state.or.us/wq/stormwater/docs/nwr/biofilters.pdf

- Design Manual: Biological Filtration Canal (Bioswale); Dayna Yocum, Bren School of Environmental Science and Management, University of California, Santa Barbara
http://fiesta.bren.ucsb.edu/~chiapas2/Water%20Management_files/Bioswales-1.pdf
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures
www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf
- USEPA Storm Water Technology Fact Sheet: Vegetated Swales (EPA 832-F-99-006, September 1999)
http://water.epa.gov/scitech/wastetech/upload/2002_06_28_mtb_vegswale.pdf

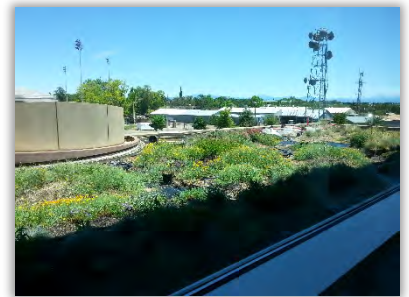
Rain Water Harvesting and Reuse:

- USEPA Managing Wet Weather with Green Infrastructure Municipal Handbook: Rainwater Harvesting Policies; Christopher Kloss, Low Impact Development Center, December 2008 (EPA-833-F-08-010)
http://water.epa.gov/infrastructure/greeninfrastructure/upload/gi_munichandbook_harvesting.pdf
- The City of San Diego Rain Water Harvesting Guide
www.sandiego.gov/water/pdf/conservation/rainwaterguide.pdf
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures
www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf



Green Roofs:

- USEPA Design Guidelines and Maintenance Manual for Green Roofs in the Semi-Arid and Arid West; Leila Tolderlund, University of Colorado Denver, November 2010
<http://www2.epa.gov/sites/production/files/documents/GreenRoofsSemiAridAridWest.pdf>
- City of Berkeley Office of Energy and Sustainable Development webpage: www.ci.berkeley.ca.us/greenroofs/
- City of Watsonville Green Roof Design Criteria webpage: <http://cityofwatsonville.org/public-works-utilities/urban-greening-plan/green-roof-design> (contains a link to a downloadable 30-page Green Roof Design Criteria Plan published in March 2012)
- Green Roofs for Healthy Cities (private organization) webpage: www.greenroofs.org/ Training, certifications, design manuals, and other resources available for designing green roofs.



Soil Quality Improvement and Compost:

- United States Department of Agriculture's Natural Resources Conservation Service (NRCS) Urban Soil Primer
www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052835.pdf
- US Composting Council Fact Sheets and Reports;
<http://compostingcouncil.org/factsheets-and-free-reports/>
- Department of Land, Air and Water Resources at UC Davis and the U.S. Forest Service's Center for Urban Forest Research Report on Engineered Soil, Trees and Stormwater Runoff: the UC Davis Parking Lot Project
www.fs.fed.us/psw/programs/uesd/uep/products/psw_cufr686_UCDParkingLot.pdf
- USEPA Stormwater to Street Trees: Engineering Urban Forests for Stormwater Management; (EPA 841-B-13-001, September 2013)
<http://water.epa.gov/polwaste/green/upload/stormwater2streettrees.pdf>



APPENDIX 8 – POST-CONSTRUCTION PROJECT WORKSHEET

POST-CONSTRUCTION WORKSHEET FOR THE CITY OF WOODLAND

PROJECT SUMMARY SHEET

Project Owner Information:

Project Owner Name:					
Name of Contact Person:					
Mailing Street Address:					
City:		State:		Zip:	
Telephone:			Email:		

Project Information:

Project Name:					
Name of Contact Person:					
Project Address:					
City:		State:		Zip:	
Anticipated construction start date:			Ending date:		
Project size (ft ²):			Subject to the Construction General Permit? (Yes / No)		

Information of the Post-Construction Standards Plan Preparer:

Name of Organization:					
Name of Contact Person:					
Mailing Street Address:					
City:		State:		Zip:	
Telephone:			Email:		

Project Applicability:

Type of Project: (Check one)	☐	Small Project (2,500 to 5,000 ft ² or detached single family home)	
	☐	Regulated Project (5,000 ft ²)	
	☐	Not applicable to the Post-Construction Standards Plan (provide reason in the space below)	
Is this a redevelopment project? (Yes / No)		Will the project result in an increase of more than 50% of the impervious surface? (Yes / No)	
Has the project or the vesting map received approval from the municipality? (Yes, No, or N/A)		Date of project or vesting map approval:	
Describe the nature and scope of the construction project:			
Number of Drainage Management Areas (DMAs):			

POST-CONSTRUCTION WORKSHEET FOR THE CITY OF WOODLAND

SMALL PROJECT SUBMITTAL SHEET

Project Information:

Project Name:	
Project Owner Name:	
Project Address:	

Selection of Site Design Measures:

Select one or more of the following Site Design Measures (as identified in [Section 4.1](#) of the Post-Construction Standards Plan) which will be incorporated into the project's design.

Site Design Measures	Selected? (Yes / No)
Stream Setbacks and Buffers	
Soil Quality Improvement and Maintenance	
Tree Planting and Preservation	
Rooftop and Impervious Area Disconnection	
Porous Pavement	
Green Roofs	
Vegetated Swales	
Rain Barrels and Cisterns	

Post-Construction Calculator Information:

Enter the following data from the State's Post-Construction Calculator:

Pre-project Runoff Volume (ft ³)	
Post-project Runoff Volume (ft ³)	
Net Credit of Volume Credits (ft ³)	

Small Project Submittal Requirements:

The following must be submitted for Small Projects to the plan checker:

- Completed pages 1 and 2 of this Post-Construction Worksheet.
- Site plans showing the selected Site Design Measure(s) (identified in [Section 4.1](#)). The plans must be stamped by a California Civil Professional Engineer if any of the following Site Design Measures were selected: rooftop and impervious area disconnection, porous pavement, or rain cisterns. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California Licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, or vegetated swales. The Site Design Measure(s) must be clearly called out on the submitted plans.
- A printout of the results page from the Water Board's SMARTS or Microsoft Excel™ Post-Construction Calculator.

POST-CONSTRUCTION WORKSHEET FOR THE CITY OF WOODLAND

REGULATED PROJECT DMA SUBMITTAL SHEET

Drainage Management Area (DMA) & Project Information:

A **separate** Regulated Project DMA Submittal Sheet is required to be completed and submitted for each DMA. Refer to Section 5.1 of the Post-Construction Standards Plan for more information about DMAs.

Project Name:	
Project Owner Name:	
Project Address:	
Name of the DMA:	
DMA area (ft ²)	

Selection of Applicable Source Controls:

Indicate which of the following activities or pollutant sources are included in **this DMA** of the new development or redevelopment. For more information about required Source Control refer to Section 5.2.

Site Design Measures	(Yes / No)
Accidental spills or leaks	
Interior floor drains	
Parking / storage areas and maintenance	
Indoor and structural pest control	
Landscape / outdoor pesticide use	
Pools, spas, ponds, decorative fountains, and other water features	
Restaurants, grocery stores, and other food service operations	
Refuse areas	
Industrial processes	
Outdoor storage of equipment or materials	
Vehicle and equipment cleaning	
Vehicle and equipment repair and maintenance	
Fuel dispensing areas	
Loading docks	
Fire sprinkler test water	
Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources	
Unauthorized non-storm water discharges	
Building and grounds maintenance	

Hydrologic Soil Group and Soil Type Information:

Enter information concerning the soil types **within this DMA**. For more information, refer to Table 7 of the Post-Construction Standards Plan.

Soil Type Name	HSG Group (A, B, C, or D)

Low Impact Development (LID) Design Requirements:

Please describe how the project is meeting each of the following LID design requirements. Provide your response in the text box following each requirement or provide responses on a separate sheet.

1. Define the areas of the project that are to be left undisturbed or protected from soil disturbance. Identify sensitive environmental receptors such as water bodies, stream buffers, existing trees, riparian areas, and habitat areas.

2. How is the project concentrating development on portions of the site with less permeable soils and preserving areas that can promote infiltration?

3. How is the project limiting the overall impervious coverage of the site consisting of paving and roofs?

4. If applicable, how much setback is there of the development from creeks, wetlands, and riparian habitats?

5. List and describe the trees that will be preserved.

6. Describe how the new development or redevelopment site layout will conform along natural landforms.

7. Describe how the project is avoiding excessive grading and disturbance of vegetation and soils.

8. Describe how the new development or redevelopment is replicating the site's natural drainage patterns.

9. Describe how the project will detain and retain runoff through the new development and redevelopment site.

Pre- and Post-Development Project Hydrology Information:

Provide the following hydrology information for this DMA

Pre-development Conditions:

Percent Impervious	
Average runoff coefficient for this DMA	
Peak flow rate (ft ³ /sec) for this DMA using the 2-year 24-hour design value discussed in <u>Section 5.5</u> .	

Post-development Conditions:

Percent Impervious	
Average runoff coefficient for this DMA	
Peak flow rate (ft ³ /sec) for this DMA using the 2-year 24-hour design value discussed in <u>Section 5.5</u> .	

Selection of Site Design and Treatment Control Measures:

Indicate which Site Design and Treatment Control Measures will be used for this DMA. For more information, refer to Table 3. Provide calculations and design drawings for the selected measures per the submittal requirements describe in Section 5.6.

Site Design or Treatment Control Measure	Sizing Criteria	Selected? (Yes / No)	Enter the Calculated Design Capture Volume or Flow Rate for the Selected Measure
Stream setbacks and vegetated buffers (Site Design Measure)	Flow		
Soil quality improvement (Site Design Measure)	Volume		
Tree planting and preservation (Site Design Measure)	SMARTS Calculator		
Porous pavement (Site Design Measure)	Volume		
Green roofs (Site Design Measure)	Volume		
Vegetated swales (Site Design Measure)	Flow		
Rain harvesting and reuse (Site Design Measure)	Volume		
Bioretention and rain gardens (Treatment Control Measure)	Volume		
Infiltration trench, Flow-through Planter, or Tree Wells (Treatment Control Measure)	Volume and Flow		
Retention and detention basins (Treatment Control Measure)	Volume		

Variations and Exceptions:

Identify any applicable variations or exceptions for **this DMA**.

Condition	Allowed Variation	Applicable to this DMA? If so, explain.
Facilities located within 10 feet of structures or other potential geotechnical hazards established by the geotechnical expert for the project	May incorporate an impervious cutoff wall between the bioretention / infiltration facility and the structure or other geotechnical hazard	
Facilities with documented high concentrations of pollutants in underlying soil or groundwater, facilities located where infiltration could contribute to a geotechnical hazard, and facilities located on elevated plazas or other structures	May incorporate an impervious liner and may locate the underdrain discharge at the bottom of the subsurface drainage/storage layer (this configuration is commonly known as a “flow-through planter”)	
Facilities located in areas of high groundwater, highly infiltrative soils or where connection of underdrain to a surface drain or to a subsurface storm drain are infeasible	May omit the underdrain	
Facilities serving high-risk areas such as fueling stations, truck stops, auto repairs, and heavy industrial sites	Are required to provide additional treatment to address pollutants of concern prior to the flow reaching the infiltration facility	

If infiltration is not feasible for **this DMA**, please provide an explanation of the infeasibility and a description of the alternate non-infiltrating treatment control measure(s) that will be used in accordance with the development requirements in [Section 5.4.4](#).

Regulated Project Submittal Requirements:

The following must be submitted for Regulated Projects to the plan checker:

- The completed Post-Construction Worksheet including page 1 and, for each DMA, pages 3 – 10.
- A separate site plan for each DMA must be submitted. If there are multiple DMAs, a key map showing the location of the DMAs in relationship to one another and the entire site is required to be submitted. Each DMA site plan is required to show the following information:
 - ✓ DMA name and boundary;
 - ✓ The selected Site Design and Treatment Control Measures (identified in [Table 3](#));
 - ✓ The total drainage area in square feet of the DMA;
 - ✓ The pre-development peak flow rate at the point(s) of discharge;
 - ✓ The predicted post-development peak flow rate at the point(s) of discharge;
 - ✓ Areas of existing impervious surfaces (pre-development);
 - ✓ Proposed areas of impervious surfaces (post-development);
 - ✓ Setbacks from creeks, wetlands, and riparian habitats;
 - ✓ Existing topography and drainage patterns (pre-development);
 - ✓ Proposed topography and drainage patterns (post-development);
 - ✓ Soil types, soil type boundaries within the DMA, and their Hydrologic Soil Group Classification rating (A, B, C, or D); and
 - ✓ Trees, vegetation, and sensitive environmental areas to be protected and preserved.

Each plan must be stamped by a qualified licensed professional. The plans must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens. The selected Site Design and Treatment Control Measure(s) must be clearly called out on the submitted plans.

- Design drawings for the proposed Treatment Control Measures showing a plan view, elevation view, and subsurface cross-sections must be submitted. Sufficient detail and specifications should be included in these drawings to provide for adequate plan check review and for the construction of the treatment “facility”. Each design drawing must be stamped by a qualified licensed professional. The drawings must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The drawings must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The drawings must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens.

- A print out of the results page from the MS Excel™ Volumetric BMP Sizing Tool for each DMA and control measure that requires the volumetric sizing criteria is required to be submitted. (Refer to [Appendix 6](#) for information on how to download the tool.)
- Calculations stamped by the appropriate licensed individual (as described above) for each DMA and control measure that requires flow-based sizing criteria must be included with the submittal.
- An Operation and Maintenance Plan as part of a signed Stormwater Treatment Measure Access and Maintenance Agreement for the proposed treatment control measures must accompany the submittal (refer to [Section 6](#) and [Appendix 9](#)).

APPENDIX 9 – STORMWATER TREATMENT
MEASURE ACCESS AND MAINTENANCE
AGREEMENT
AND
SAMPLE O&M PLAN

STORMWATER TREATMENT MEASURE ACCESS AND MAINTENANCE AGREEMENT

RECORDED AT THE REQUEST OF
AND WHEN RECORDED RETURN TO:

CITY OF WOODLAND
300 First Street
Woodland, California 95695
ATTN: City Clerk

(Exempt from Filing Fees - Government Code § 6103)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

OWNER: _____

PROPERTY ADDRESS: _____

APN: _____

THIS AGREEMENT is made and entered into in _____, California, this ____ day of _____, by and between _____, a _____, hereinafter referred to as "Owner" and the CITY OF WOODLAND, a municipal corporation, located in the County of Yolo, State of California hereinafter referred to as "CITY"; and

WHEREAS, the Owner owns real property ("Property") in the City of Woodland, County of Yolo, State of California, more specifically described in Exhibit "A" and depicted in Exhibit "B", each of which exhibits is attached hereto and incorporated herein by this reference; and

WHEREAS, at the time of initial approval of development project known as _____ within the Property described herein, the City required the project to employ on-site control measures to minimize pollutants in urban runoff; and

WHEREAS, the Owner has chosen to install _____, (collectively referred to herein as the "Measure"), as the on-site control measure to minimize pollutants in urban runoff; and

WHEREAS, said Measure has been installed in accordance with plans and specifications accepted by the City; and

WHEREAS, said Measure, with installation on private property and draining only private property, is a private facility with all maintenance or replacement, therefore, the sole responsibility of the Owner in accordance with the terms of this Agreement; and

WHEREAS, the Owner is aware that periodic and continuous maintenance, including,

but not necessarily limited to, filter material replacement and sediment removal, is required to assure peak performance of Measure and that, furthermore, such maintenance activity will require compliance with all Local, State, or Federal laws and regulations, including those pertaining to confined space and waste disposal methods, in effect at the time such maintenance occurs;

NOW THEREFORE, it is mutually stipulated and agreed as follows:

1. The foregoing recitals are incorporated herein by this reference.
2. Owner hereby provides the City or City's designee complete access, of any duration, to the Measure and its immediate vicinity at any time, upon reasonable notice, or in the event of emergency, as determined by City's Director of Public Works, with no advance notice, for the purpose of inspection, sampling, testing of the Measure, and in case of emergency, to undertake all necessary repairs or other preventative measures at owner's expense as provided in paragraph 4 below. City shall make every effort at all times to minimize or avoid interference with Owner's use of the Property.
3. Owner shall use its best efforts diligently to maintain the Measure in a manner assuring peak performance at all times, including but not necessarily limited to performance of the maintenance and repair measures specified on Exhibit "C", attached hereto and incorporated herein by this reference. All reasonable precautions shall be exercised by Owner and Owner's representative or contractor in the maintenance of vegetation, the removal and extraction of material(s) from the Measure and the ultimate disposal of the material(s) in a manner consistent with all relevant laws and regulations in effect at the time. As may be requested from time to time by the City, the Owner shall provide the City with documentation identifying the material(s) removed, the quantity, and disposal destination. In addition, Owner shall provide maintenance reports to the City on an annual basis, not later than 60 days after receiving City's maintenance report request.
4. In the event Owner, or its successors or assigns, fails to accomplish the necessary maintenance contemplated by this Agreement, within five (5) days of being given written notice by the City, the City is hereby authorized to cause any maintenance necessary to be done and charge the entire cost and expense to the Owner or Owner's successors or assigns, including administrative costs and interest thereon at the maximum rate authorized by the Civil Code from the date of the notice of expense until paid in full.
5. The City may require the owner to post security in a form and for a time period satisfactory to the City to guarantee the performance of the obligations stated herein. Should the Owner fail to perform the obligations under the Agreement, the City may, in the case of a cash bond, act for the Owner using the proceeds from it, or in the case of a surety bond, require the sureties to perform the obligations of the Agreement. As an additional remedy, the City may withdraw any previous stormwater related approval with respect to the property on which a Measure has been installed until such time as Owner repays to City its reasonable costs incurred in accordance with paragraph 4 above.
6. This agreement shall be recorded in the Office of the Recorder of Yolo County, California, at the expense of the Owner and shall constitute notice to all successors and assigns of the title to said Property of the obligation herein set forth, and also a lien in such amount as will fully reimburse the City, including interest as hereinabove set forth, subject to foreclosure in event of default in payment.
7. In event of legal action occasioned by any default or action of the Owner, or its successors or assigns,

then the Owner and its successors or assigns agree(s) to pay all costs incurred by the City in enforcing the terms of this Agreement, including reasonable attorney's fees and costs, and that the same shall become a part of the lien against said Property.

- 8. It is the intent of the parties hereto that burdens and benefits herein undertaken shall constitute covenants that run with said Property and constitute a lien thereagainst.
- 9. The obligations herein undertaken shall be binding upon the heirs, successors, executors, administrators and assigns of the parties hereto. The term "Owner" shall include not only the present Owner, but also its heirs, successors, executors, administrators, and assigns. Owner shall notify any successor to title of all or part of the Property about the existence of this Agreement. Owner shall provide such notice prior to such successor obtaining an interest in all or part of the Property. Owner shall provide a copy of such notice to the City at the same time such notice is provided to the successor.
- 10. Time is of the essence in the performance of this Agreement.
- 11. Any notice to a party required or called for in this Agreement shall be served in person, or by deposit in the U.S. Mail, first class postage prepaid, to the address set forth below. Notice(s) shall be deemed effective upon receipt, or seventy-two (72) hours after deposit in the U.S. Mail, whichever is earlier. A party may change a notice address only by providing written notice thereof to the other party.

IF TO CITY:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: City Clerk

IF TO OWNER:

- 12. If Owner consists of more than one party, each person, entity, or other party described as the "Owner" in the first paragraph of this Agreement and/or executing this Agreement for Owner shall be jointly and severally liable for each and every obligation and requirement imposed on Owner herein.
- 13. The Owner acknowledges and agrees that nothing contained in this Agreement reduces or otherwise affects Owner's responsibility to comply with all applicable provisions of the City of Woodland's Stormwater Quality Control Ordinance, set forth in Chapter 23D of the Woodland Municipal Code, and nothing contained in this Agreement shall in any way limit the City's right to enforce any provisions of the Stormwater Quality Control Ordinance in accordance with the provisions of that Code.

IN WITNESS THEREOF, the parties hereto have affixed their signatures as of the date first written above.

APPROVED AS TO FORM:

City Attorney

CITY OF WOODLAND:

Name: _____

Title: _____

ATTEST:

City Clerk _____ Date _____

Date

OWNER:

Name: _____

Title: _____

OWNER:

Name: _____

Title: _____

NOTARIES ON FOLLOWING PAGE

EXHIBIT A
(Legal Description)

EXHIBIT B
(Map/Illustration)

EXHIBIT C
(Inspection and Maintenance Guidelines)

SAMPLE OPERATION & MAINTENANCE (O&M) PLAN

Property Owner Information:

Property Owner Name:					
Name of Contact Person:					
Mailing Address:					
City:		State:		Zip:	
Telephone:			Email:		

Development Information:

Name of Development					
Development Address:					
City:		State:		Zip:	
Assessor Parcel No.:					
Name of Person or Organization Responsible for Performing Inspections and Maintenance of the Treatment Control Measures:					
Mailing Street Address:					
City:		State:		Zip:	
Telephone:			Email:		

Treatment Control Measures:

List the treatment control measures at the development and their inspection frequencies (minimum of once per year). For each treatment control measure, describe conditions that require maintenance or repair. Describe preventative maintenance needed to keep the treatment control measure effective.

Treatment Control Measure	Inspection Frequency	Describe Conditions that Require Maintenance / Repair and Describe Routine Preventative Maintenance

APPENDIX 10 – LIST OF COLLABORATING MUNICIPALITIES

Collaborating Phase II MS4s:

Cities

City of Atwater
City of Ceres
City of Shasta Lake
City of Escalon
City of Lathrop
City of Merced
City of Oakdale
City of Redding
City of Ripon
City of Riverbank
City of Turlock
City of West Sacramento
City of Woodland

Counties

Shasta County
Stanislaus County
Yuba County

Non-Traditional MS4s

Tracy Unified School District

Legislation Text

5.

File #: 16-156, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** October 20, 2015**SUBJECT:** Budget Appropriation Approval for Housing-Related Parks Program Grant Expenditures, Payment of Countywide Homeless Coordination Project, Loan Disbursement for the Mutual Housing at Spring Lake Project and Payment of Property Taxes for City-Owned Affordable Housing Lots

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the following appropriations: (1) an additional \$400,000 to the Workforce Housing Grant Fund (Fund 325) fund to cover FY 2015/16 estimated capital expenditures at City parks funded through a State grant, (2) an additional \$4,352 to the Housing Assistance fund (326) for the City's FY 2015/16 contribution for the Countywide Homeless Coordination Project, and (3) an additional \$164,551 to the Spring Lake Offsite Affordable Housing fund (321) for disbursement of an \$163,250 loan for the Mutual Housing at Spring Lake Project and the payment of FY 2015/16 property taxes of \$1,301 due for two affordable housing lots owned by the City and authorize staff to amend the budget as necessary.

Staff Contact

Dan Sokolow, Senior Planner - (530) 661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact

The \$524,400 Housing-Related Parks Program grant awarded the City this year will fund the \$400,000 in estimated park capital expenditures, the City's Housing Monitoring and Housing Trust Funds will pay for the City's FY 2015/16 Countywide Homeless Coordination Project contribution, and the City's Spring Lake Offsite Affordable Housing Fund will cover the disbursement of the loan for the Mutual Housing at Spring Lake Project and payment of the FY 2015/16 property taxes due for the two City-owned affordable housing lots in the Spring Lake Specific Plan Area.

Background

The City executed a \$524,400 grant agreement with the State in September through an HRRP grant to pay for improvements at City, Everman, and Campbell parks.

The City participates in the Countywide Homeless Coordination Project with Yolo County and other cities in the county to fund a countywide homeless coordinator and the operation of Fourth & Hope's emergency shelter during the winter months. The City Council on February 19, 2013 adopted Resolution No. 6010 to approve the City's participation in the project during FY 2012/13 - 2014/15. On July 7, 2015, the City Council approved participation in the project during FY 2015/16 - 2017/18.

The City Council on November 18, 2014 approved a loan in the amount of \$163,250 funded through the Spring Lake Offsite Affordable Housing Fund for the Mutual Housing at Spring Lake Project to assist the developer, Mutual Housing California, with the costs of the Pioneer Avenue frontage improvements. The loan is expected to be disbursed this fall.

On December 2, 2008 the City Council agreed to accept two affordable lots (2190 and 2186 Armus Place) from the then-builder of the Heidrick Ranch Phase I Subdivision (E & L Company) in order to facilitate the sale of E & L's remaining lots to Meritage Homes for construction of 28 homes. Subsequently, the City Council on May 1, 2012 approved the donation of the two lots to Habitat for Humanity for Yolo County for the construction of two homes for lower-income households contingent on Habitat's project partner, the Yolo County Office of Education, receiving a YouthBuild grant from the U.S. Department of Housing and Urban Development (HUD). HUD did not award the grant and Habitat's project did not move forward. The City is responsible for the property taxes until the two lots can be constructed for affordable housing purposes.

Discussion

Existing financial sources (2014 \$524,400 HRPP grant, Housing Monitoring and Housing Trust Funds, and Spring Lake Offsite Affordable Housing Fund) will be used to fund the estimated \$400,000 in park improvements expenditures for FY 2015/16, pay the City's \$20,000 contribution for the FY 2014/15 Countywide Homeless Coordination Project, cover the loan disbursement of \$163,250 for the Mutual Housing at Spring Lake Project, and pay the FY 2015/16 property taxes of \$1,301 due for the City's two affordable housing lots in Spring Lake. City Council approval of the appropriations is required before staff can move forward with the expenditures.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the following appropriations: (1) an additional \$400,000 to the Workforce Housing Grant Fund (Fund 325) fund to cover FY 2015/16 estimated capital expenditures at City parks funded through a State grant, (2) an additional \$4,352 to the Housing Assistance fund (326) for the City's FY 2015/16 contribution for the Countywide Homeless Coordination Project, and (3) an additional \$164,551 to the Spring Lake Offsite Affordable Housing fund (321) for disbursement of an \$163,250 loan for the Mutual Housing at Spring Lake Project and the payment of FY 2015/16 property taxes of \$1,301 due for two affordable housing lots owned by the City and authorize staff to amend the budget as necessary.

Public Contact

Posting of the City Council agenda.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD 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 No. _____

RESOLUTION _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING
APPROPRIATIONS FOR THE HOUSING-RELATED PARKS PROGRAM GRANT PROJECT,
PARTICIPATION IN THE COUNTYWIDE HOMELESS COORDINATION PROJECT, LOAN
DISBURSEMENT FOR THE MUTUAL HOUSING AT SPRING LAKE PROJECT AND
PAYMENT OF PROPERTY TAXES DUE FOR TWO CITY-OWNED AFFORDABLE HOUSING
LOTS**

WHEREAS, the City executed a \$524,400 grant agreement with the State this year to fund improvements at City, Everman, and Campbell parks, participates in the Countywide Homeless Coordination Project; approved a \$163,250 loan on November 18, 2014 for the Mutual Housing at Spring Lake Project; and is responsible for the payment of property taxes on two City-owned affordable housing lots in the Spring Lake Specific Plan Area until the lots can be constructed for affordable housing purposes; and

WHEREAS, in order to expend funds during FY 2015/16 for the grant-funded parks project, City participation in the Countywide Homeless Coordination Project, disburse a loan for Mutual Housing at Spring Lake Project, and pay the property taxes due for City-owned affordable housing lots in Spring Lake, City Council appropriation approval is required.

NOW THEREFORE BE IT RESOLVED, that the City of Woodland approves the following appropriations: (1) an additional \$400,000 to the Workforce Housing Grant Fund (Fund 325) to cover FY 2015/16 estimated capital expenditures at City parks funded through a State grant, (2) an additional \$4,352 to the Housing Assistance Fund (Fund 326) for the City's FY 2015/16 contribution for the Countywide Homeless Coordination Project, and (3) an additional \$164,551 to the Spring Lake Offsite Affordable Housing Fund (Fund 321) for disbursement of an \$163,250 loan for the Mutual Housing at Spring Lake Project and payment of FY 2015/16 property taxes of \$1,301 due for two affordable housing lots owned by the City.

BE IT FURTHER RESOLVED, the City of Woodland authorizes staff to amend the budget as necessary.

PASSED AND ADOPTED this 20th day of October 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

6.

File #: 16-172, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: Modifications to Salary Schedule - Public Works Director**

Recommendation for Action: Staff recommends that the City Council approve revisions to the City of Woodland Salary Schedule for the classifications of Public Works Director

Staff Contact

Sheila McShane, Human Resources Manager (530) 661-5807, sheila.mcshane@cityofwoodland.org

Fiscal Impact

The recommendation contained in this staff report does not result in any direct fiscal impact. The proposed modifications to the salary schedule would merely allow for the schedule to reflect current compensation levels and provide future flexibility for applicable successor employment agreements.

Background

The city's salary schedule provides specific salary ranges for each city job classification, consistent with the terms negotiated through the collective bargaining process with each of the city's bargaining groups. The salary schedule also provides for ranges within which individual employment agreements with senior management (City Manager, Department Heads and City Clerk) are entered into.

A majority of these senior management employment agreements effectively expired in June 2012, and are now being updated consistent with the overall framework of recently approved agreements with applicable bargaining units both for consistency as well as to maintain internal equity across the city's management ranks.

Discussion

In July 2011, a one-year employment agreement was executed with Public Works Director. The City Manager and Public Works Director are currently in discussions related to terms of a successor employment agreement. The terms of agreements allows for alignment of the department head contract with the benefit cost-sharing formulas in place with other Management employees.

At the same time, it is the City Manager's intent to execute a multi-year employment agreement, and as such, there is a need to provide flexibility within the Public Works Director salary range, consistent with the negotiated salary adjustments with other Management positions. This flexibility is required in order to maintain existing internal equity differentials between the department head and senior management positions.

Conclusion

Staff recommends that the City Council approve revisions to the City of Woodland Salary Schedule for the classifications of Public Works Director.

Prepared by: Sheila McShane, Human Resources Manager

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

Paul Navazio, City Manager

Public Works Salary Schedule

SALARY SCHEDULE
(proposed revisions 10/1/15)
Salary Per Month

<u>Classification</u>	<u>Unit</u>	<u>A Step</u>	<u>E Step</u>
Public Works Director	MGT	\$9,764.28 \$10,740.71	\$12,534.48 Current \$13,982.76 Proposed

Legislation Text

7.

File #: 16-157, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: Approve Professional Services Contract Amendment with Interwest Consulting Group for as-needed Plan Checking and Building Inspection services and authorize the City Manager to execute the agreement.****Recommendation for Action**

Staff recommends that the City Council (1) approve an amendment to the professional services agreement with Interwest Consulting Group for as-needed plan checking and building inspection services in an amount not to exceed \$80,000 and (2) authorize the City Manager to execute the amendment to the agreement.

Staff Contact

Paul Siegel, Chief Building Official, 530 661-5819, paul.siegel@cityofwoodland.org

Fiscal Impact

The FY2015/16 annual budget includes appropriations for the original contract amount of \$50,000 and also includes a one-time allocation of \$80,000 to be used for a contract inspector. All budget allocations for contract services for building plan check and inspections services are covered 100% by fee revenue collected for these services.

Report in Brief

The Building Division is responsible for managing the permitting, plan review, and building inspection functions for construction projects in Woodland. These services are met by utilizing staff for baseline workload and professional consultants during periods of heavy activity. Interwest Consulting Group is the City's current consultant with a contract in the amount of \$50,000. The City is now amending the contract with Interwest to provide an additional \$80,000 for Contract Inspection Services during this period of heavy activity. No other terms of the contract will change.

Background

In April 2013, City Council approved a contract in the amount of \$50,000 with Interwest Consulting Group for as-needed plan checking and building inspections for one year with the option to extend for five additional one year periods at the City's sole discretion; which the City has done every year. The initial \$50,000 contract has been used solely for plan check purposes. During the FY2015/16 annual budget process the Building Division requested additional funds for a contract inspector due to the increase in building activity. The Building

Division is now amending the contract with Interwest Consulting to not exceed a total \$130,000 which includes the original \$50,000 used for plan check and up to an additional \$80,000 for contract inspection services.

Discussion

Interwest Consulting Group has been in business since 2002, founded by individuals with more than 25 years of municipal services experience. Interwest is comprised of architects, structural and civil engineers, certified plans examiners and ICC certified inspectors specializing in providing complete plan review and inspection services to local government agencies. Interwest has six offices in California.

Interwest Consulting Group will provide plan review and building inspection services as-needed when core division staff cannot meet the workload demand of construction projects or when expedited plan review is requested. Plan review and building inspection services will include review for compliance with structural and non-structural portions of the current California Codes.

Interwest has an experienced staff that holds current ICC Certifications and is well versed in California Amendments to the codes. They have a proven track record working with other cities and counties in the Sacramento region. They have offices in Roseville and can respond quickly to our needs. Their rates are competitive and they have “value-added services” at no additional costs such as pick-up and delivery of plans, standard plan handouts, and uniform plan review checklists. Their policy is to complete the first plan review in 10 days and complete a recheck in 5 to 7 days.

Conclusion

Staff recommends that the City Council (1) approve an amendment to the professional services agreement with Interwest Consulting Group for as-needed plan checking and building inspection services in an amount not to exceed \$80,000 and (2) authorize the City Manager to execute the amendment to the agreement.

Prepared by: Paul Siegel, Chief Building Official

Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Interwest Consulting Group Professional Services Amendment

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 Interwest Consulting Group (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated April 24, 2013 (“Agreement”), whereby Consultant agreed to **as needed plan check and inspection services**

2.2 City and Consultant now desire to amend the Agreement to include additional compensation in accordance with the Consultant’s original contract scope of work dated April 24, 2013. The total compensation for the first Amendment shall not exceed eighty thousand dollars (\$80,000.00).

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]

**First Amendment To Professional Services Agreement Between The City Of Woodland
And Interwest Consulting Group[****CM# 000224**

City Of Woodland

Interwest Consulting Group

By: _____
Paul Navazio
City Manager

By: _____
Ron Beehler, SE
CBO

ATTEST:

Ana B. Gonzalez, City Clerk

Legislation Text

8.

File #: 16-163, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: FY2015/16 contract with the Yolo Emergency Communications Agency**

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the FY2015/16 contract for dispatch services with the Yolo Emergency Communications Agency, including \$5,447 in additional funds to supplement the contract amount included in the FY2015/16 budget approved by Council.

Staff Contact

Dan Bellini, Public Safety Chief - 661-7865

Fiscal Impact

The proposed contract results in an annual cost of \$1,821,989 for dispatch services provided to the City of Woodland through a contract with the Yolo Emergency Communication Agency. The contract for 15/16 represents an annual increase of \$95,625 over the FY2014/15 contract. The FY2015/16 budget approved by Council includes \$1,816,542 which is \$5447 short.

Background

The Yolo Emergency Communication Agency (YECA) is a Joint Powers Authority established in 1988. YECA is the 9-1-1 Public Safety Answering Point (PSAP) for approximately 80% of Yolo County. Member agencies consist of Yolo County, City of Woodland, City of West Sacramento, City of Winters, and Yocha Dehe Wintun Nation.

As part of the 2010-2020 Capital Budget, the City Council approved two Capital Projects to be managed through YECA. The first project was the first phase upgrade to the regional emergency radio communications infrastructure and the second project was replacement of the computer aided dispatch software and hardware. Both projects have been completed with the most recent being completion of the replacement of the computer aided dispatch system which went live in September 2014. These Capital projects account for \$97,149 of the annual YECA contract.

Discussion

YECA provides dispatch services to four law enforcement agencies, 17 fire agencies, as well as Animal

Control, Public Works, County Maintenance, District Attorney's Office, Environmental Health, Mental Health, Probation Department, and Social Services Department. Costs are allocated based on the percentage of calls for service attributed to the member agency over the previous calendar year. In 2014, together the Police Department, Public Works Department, and the Fire Department experienced a 7.8% increase in calls for service.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the FY2015/16 contract for dispatch services with the Yolo Emergency Communications Agency, including \$5,447 in additional funds to supplement the contract amount included in the FY2015/16 budget approved by Council.

Prepared by: Elle Murphy
Senior Management Analyst
Public Safety

Dan Bellini
Public Safety Chief



Paul Navazio, City Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE FY2015/16 CONTRACT
WITH THE YOLO EMERGENCY COMMUNICATION AGENCY IN THE AMOUNT
OF \$1,821,989**

WHEREAS, the Yolo Emergency Communication Agency (YECA), a Joint Powers Authority, serves as the 9-1-1 Public Safety Answering Point (PSAP) for Yolo County, the Cities of Woodland, West Sacramento and Winters, and Yocha Dehe Wintun Nation.

WHEREAS, the annual cost for dispatch services by YECA is based on the percentage of calls for service attributed to the member agency over the previous calendar year.

WHEREAS, the proposed contract results in an annual cost of \$1,821,989 for dispatch services provided to the City of Woodland.

WHEREAS, the FY2015/16 annual budget previously approved by the Council includes \$1,816,542, which is short \$5447.

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

SECTION 1. That the City Council hereby authorizes the City Manager to execute the FY15 contract with the Yolo Emergency Communication Agency in the amount of \$1, 821,989 which includes an additional \$5447 to supplement the contract amount in the FY2015-16 budget previously approved by Council.

PASSED AND ADOPTED by the City Council this 20th day of October, 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

9.

File #: 16-168, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: Contract Award - FY2015/16 Annual Cyclical Tree Pruning**

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute the FY2015/16 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed \$159,341.

Staff Contact

Robert Sanders, Public Works Deputy Director, 661-5959, robert.sanders@cityofwoodland.org

Council Goal

To maintain our urban forest in a manner that promotes safety, enhances quality of life, and reflects our dedication as a Tree City USA.

Fiscal Impact

City Council approved one-time funding in FY16 in the amount of \$100,000 for General Fund (GF) cyclical pruning. This, coupled with money from other funding sources (e.g., lighting and landscape districts and other GF pruning programs), will bring the total amount of this annual project to \$159,341.

- Spring Lake L&L - \$6,000
- Gibson Ranch L&L - \$12,800
- One-time GF Money - \$100,000
- Other General Fund Programs - \$40,541

This funding was identified and approved in the FY16 budget. No supplementary funding will be needed to perform the work.

Background

Cyclical pruning is a standard maintenance procedure that is performed by most agencies across the country, all in an effort to promote a healthy urban forest and mitigate potential liability.

Over the years, our cyclical pruning has lagged due to extensive budget cuts to this program. This has caused our urban forest cyclical pruning program to fall several years behind in our seven year pruning cycle. This lag in maintenance has noticeably increased our reactive maintenance and has made the City more susceptible to liability claims related to failed trees.

Fortunately, Council has made a commitment to bring our cyclical pruning program back to an acceptable level by providing staff with funding that will help us reach our seven year cyclical goal and provide our urban forest with the required care it needs.

Discussion

Cyclical pruning is a vital part of urban forestry care and must be done by qualified professionals who are well versed in approved pruning techniques. By performing annual pruning, we not only reduce potential liability claims, but we also help ensure the health and vigor of our urban forest.

Unfortunately, this is a task that cannot be accomplished with in-house staff. Over the years our tree maintenance program has been severely hampered by budget cuts and staff reductions, to the point where we are not capable (manpower wise) to perform this task. With over 15,000 City trees to maintain and only two full-time employees in our Urban Forestry Group, it has become necessary to contract out our cyclical pruning and old growth tree care.

To accomplish this task, staff is requesting to move forward on a service agreement with a well-established vendor who possesses the means, as well as a strong historical working knowledge of our City's urban forest, to fulfill this contract; WCA fits this bill.

WCA is a notable tree service provider that has a well-established working relationship with the City of Woodland, as well as many other local agencies in our area, e.g. West Sacramento, Roseville, City of Sacramento, Elk Grove, and Davis. If approved, this service agreement would "piggy-back" off a competitive bid contract that WCA was awarded by the City of Sacramento for "like" services. By utilizing Sacramento's contract, we would not only benefit from their historical knowledge maintaining our trees, but also from the economy-of-scale pricing that Sacramento received due to their large urban forest.

An additional benefit associated with this contract is the requirement to provide detailed electronic documentation of all maintenance performed on our trees. This information can then be easily uploaded into our Maintenance Management Software (MMS) and used for tracking maintenance, as well as identifying immediate and potential long term issues.

Conclusion

Staff recommends that the City Council approve the attached resolution authorizing the City Manager to execute the FY2015/16 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed \$159,341.

Prepared by: Robert Sanders
Public Works Deputy Director

Reviewed by: Greg Meyer
Public Works Director

A handwritten signature in black ink, appearing to read "Paul Navazio". The signature is written in a cursive, flowing style.

Paul Navazio, City Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE FY2015/16 CONTRACT WITH
WEST COAST ARBORISTS IN THE AMOUNT NOT-TO-EXCEED ONE HUNDRED FIFTY-
NINE THOUSAND THREE HUNDRED AND FORTY-ONE DOLLARS**

WHEREAS, the City performs annual cyclical pruning and tree maintenance on our urban forest to promote public safety and tree health;

WHEREAS, West Coast Arborist, a tree maintenance company, provides municipal tree maintenance service to the Cities of Woodland, Roseville, Elk Grove, West Sacramento, Davis and Sacramento;

WHEREAS, the proposed contract results in an annual cost not-to-exceed one hundred fifty-nine thousand three hundred forty-one dollars for tree maintenance services provided to the City of Woodland;

WHEREAS, “piggy-backing” on the City of Sacramento’s competitively bid tree maintenance contract would benefit the City by economy of scale pricing;

WHEREAS, funding in support of this contract is provided in the FY2015/16 annual budget previously approved by the Council.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the City Council hereby authorizes the City Manager to execute the FY2015/16 contract with West Coast Arborists in the amount not-to-exceed one hundred fifty-nine thousand three hundred forty-one dollars.

PASSED AND ADOPTED by the City Council this 20th day of October 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST:

Ana Gonzalez, City Clerk

Legislation Text

10

File #: 16-169, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** October 20, 2015**SUBJECT:** Proclaim November 1, 2015, “Extra Mile Day”

Recommendation for Action: Staff recommends that the City Council proclaim November 1, 2015, “Extra Mile Day” in the City of Woodland.

Staff Contact

Jennifer Robinson, Deputy City Clerk, 530-661-5800, jennifer.robinson@cityofwoodland.org

Background

The Council received a request from Christine Ott with Extra Mile America Foundation that the City Council recognize November 1, 2015 as “Extra Mile Day”. By choosing to do so, the City recognizes people and organizations in the community who are going the extra mile.

The idea for Extra Mile Day started in 2009 when Shawn Anderson created the Extra Mile America Tour, a cross-country bicycle tour and inspirational outreach event. As Shawn peddled from San Francisco to Boston, he met over 200 people in pre-arranged interviews who had been identified as “*going the extra mile*” in overcoming a major life defeat or in achieving victory by chasing a passionate dream. After the tour, Shawn personally gave away \$10,000 to individuals whose stories he found particularly inspiring with the hope of motivating them to continue to go the extra mile.

Extra Mile Day continues to grow each year. Starting in 2009 with 23 participating cities the goal for 2015 is to have 550 participating cities.

Prepared by: Jennifer Robinson, Deputy City Clerk



Paul Navazio, City Manager

City of Woodland

PROCLAMATION

DECLARING NOVEMBER 1, 2015 “EXTRA MILE DAY”

WHEREAS, the City of Woodland is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, the City of Woodland is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, the City of Woodland is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Woodland acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2015.

NOW THEREFORE, I, Tom Stallard, Mayor of the City of Woodland do hereby proclaim November 1, 2015, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

Dated this 20th day of October, 2015

Tom Stallard, Mayor

William L. Marble, Mayor Pro Tempore

Jim Hilliard, Council Member

Sean Denny, Council Member

Angel Barajas, Council Member

Legislation Text

11.

File #: 16-150, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: FY2015-16 and FY2016-17 Animal Services Contract****Recommendation for Action**

Staff recommends the City Council:

- 1) approve the proposed 2-year contract with the County of Yolo to provide animal control services for FY2015/16 (\$528,754) and FY 2016/17 (\$555,192),
- 2) and authorize a budget adjustment of \$40,187 from available General Fund reserves for this purpose

Fiscal Impact

The proposed contract results in FY2015/16 annual costs of \$528,754 for animal services provided through a contract with the Yolo County Sheriff's Office. Contract costs will increase 5%, to \$555,192, in the second year of the contract. The initial contract cost represents an increase of \$63,452 (13.91%) from the FY2013/14 and FY2014/15 contract costs. Funding has been provided in the FY2015/16 budget assuming a 5% increase in contract costs, thereby resulting in the need for a supplemental budget appropriation of \$40,187 from available General Fund reserves.

Background

The County of Yolo, through the Sheriff's Department/Animal Control Division and under an agreement with the City of Woodland, provides animal control services to the Woodland community. Section 3.1.1 of the Woodland Municipal Code adopted in 1974, delegates animal control responsibilities and authority to the County.

The Animal Control Services Division of the Yolo County Sheriff's Office has provided quality service to the City of Woodland. The Division provides these services to all cities in the county, the University of California at Davis, and all unincorporated areas of the county. The Division staff includes animal control officers who respond to calls for service in our community, and animal shelter staff who maintain a safe and humane environment for animals that have been taken to the shelter. In addition, the Division has veterinary and other staff available to care for injured animals. The Division performs all animal control services for the City including animal licensing, pick up of stray or injured animals, pick up of dead animals, quarantine of animals when required, and the sheltering, release and adoption of impounded animals. For health and safety reasons, some animal services such as vicious animal calls or dog bite reports are mandated.

During FY2012/13, at the City's request, the Yolo County Sheriff's Office prepared an Animal Services agreement which outlined a reduced level of service to maintain the cost of the agreement at the FY2011/12

level of funding. The agreement included diminished services to the City of Woodland, limiting Animal Control Services to 8:00 a.m. to 4:00 p.m., five days a week; Monday through Friday. Animal Control officers only respond after-hours for those incidents mandated by law. The Woodland Police Department is now responsible for responding to and handling all barking dog complaints after hours.

In 2014 a Request for Proposal for Animal Control and Animal Shelter Services was jointly issued by the agencies which contract for services through the Yolo County Sheriff's Office. The RFP was prepared and issued after consultation with several animal services non-profits, private consultants as well as staff from the Koret Shelter Medicine Program at the UC Davis Veterinary School. The goal of the RFP process was to solicit proposals from qualified parties for provision of animal control and/or shelter services with the expectation of improving specific performance outcomes at an equivalent or reduced cost to public agencies than what was provided through the present contract with the Sheriff's Office.

The only response to the RFP was received from the Yolo County Sheriff's Office. It is on the basis of this RFP response that the Sheriff's Office developed proposed contract terms for the provision of animal services to all agencies within Yolo County for FY2015/16 and FY2016/17.

Discussion

The proposed budget for Yolo County Animal Services is increasing from \$1,885,460 to \$2,425,786 and reflects an increase of 4.0 FTE, including a new Volunteer/Outreach Coordinator, an Animal Care Technician and two Animal Care Attendants. These costs are offset by an estimated \$600,000 in license, fee and other revenues, resulting in an overall net cost to contracting agencies of \$1,819,355.

The budget proposed by the Sheriff's Office also includes an assumed increase of roughly \$100,000 in FY2015/16 license revenues to be realized by a more aggressive and proactive licensing effort, in partnership with each of the contracting agencies. In addition, revenue estimates reflect a decrease in adoption revenues resulting from a reduction in adoption fees that has been demonstrated to favorably impact adoption rates at the shelter (a stated goal for improved outcomes).

Service-Level Restoration - The proposed contract contemplates provision of animal services to include coverage 8:00am - 5:00pm six days a week, effectively restoring Saturday service that were reduced in the prior two-year contract.

Cost Allocation Methodology - The proposed contract costs assigned to each contracting agency reflect two significant changes to the methodology employed to allocate costs across contracting agencies.

For the past ten years or more, the costs of providing the services has been allocated between the County and the cities based on a proportional formula of the number of patrol hours consumed by each jurisdiction and the number of animals housed at the shelter. Under this historical cost allocation methodology, the City of Woodland's share of FY2015/16 costs would have been \$658,631.

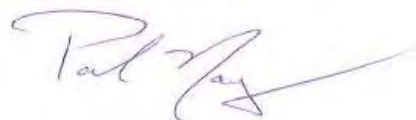
Agencies have agreed to a modification of the cost-allocation methodology such that estimated fixed costs (approximately 35% of the operating budget) are shared equally by each of the four major contracting agencies (Woodland, Davis, West Sacramento and Yolo County), and a lesser allocation is assigned to the smaller contracting agencies (Winters and UCDavis). The remaining variable costs (65% of the operating budget) are then apportioned based on the "calls for service" metrics from the prior contract period.

A second change in the cost allocation methodology results from crediting license revenues to the jurisdiction of origin rather than netting gross revenues against expenses prior to allocation of costs to agencies.

The result of the modifications in apportioning costs for the animal services contract results in a net cost to the City of Woodland for FY2015/16 of \$528,754 and \$555,192 for FY2016/17.

Conclusion

Staff recommends the City Council approve the 2-year (FY 2014/15 and FY2015/16) contract with the County of Yolo to provide animal control services, and authorize a budget adjustment of \$40,187 from available General Fund reserves for this purpose.



Paul Navazio
City Manager

Attachment A - Apportionment of Animal Services Contract Costs

Attachment B - Agreement between County of Yolo and the City of Woodland for Animal Control Services

Attachment A

Apportionment of Animal Services Contract Costs

	FY2014/15 Allocation			FY2015/16 Allocation			Change
Davis	\$	148,538	10.9%	\$	179,110	9.8%	\$ 30,572
West Sacramento		357,946	26.2%		502,160	27.6%	144,214
Winters		39,812	2.9%		33,005	1.8%	(6,807)
Woodland		465,302	34.0%		528,754	29.1%	63,452
UC Davis		41,503	3.0%		55,743	3.1%	14,240
Yolo County		315,459	23.1%		520,582	28.6%	205,123
TOTALS	\$	1,368,560	100.0%	\$	1,819,355	100.0%	\$ 450,795
Revenues		516,900			606,400		89,500
Total Budget	\$	1,885,460		\$	2,425,755		\$ 540,295

Note - Costs for the second year of the Animal Services Contract (FY2016/17) will be increased by 5%, pursuant to the terms of the proposed agreement.

YOLO COUNTY AGREEMENT NO. _____

**AGREEMENT BETWEEN THE COUNTY OF YOLO
AND THE CITY OF WOODLAND FOR
ANIMAL CONTROL SERVICES**

This Agreement (“Agreement”) is made and entered into this 1st day of July, 2015, by and between the County of Yolo, a political subdivision of the State of California (“County”) and the City of Woodland, a municipality under the laws of the State of California (“City”).

RECITALS

WHEREAS, the City has a need for animal control services within its corporate limits; and

WHEREAS, the County has been competently providing these animal control services to the City for several years; and

WHEREAS, the City has expressed its desire to have the County continue to provide animal control services within the City’s corporate limits subject to the terms of this Agreement; and

WHEREAS, the County is willing to continue to provide animal control services within the corporate limits of the City subject to the terms of this Agreement;

NOW, THEREFORE, the City and the County agree as follows:

I. SERVICES TO BE PROVIDED BY THE COUNTY

A. Subject to the terms of this Agreement, the County shall provide animal control services, through the Animal Control Section of its Sheriff’s Office within the corporate limits of City.

Services provided shall include:

1. The pickup of stray animals not in the presence of their owners that may be injured or sick and the provision of veterinary care per Penal Code 597f.
2. The provision of rabies control, including the quarantine of biting animals and the pickup of high-risk rabies animals for testing and licensing per Health and Safety Code 120210-121690.
3. Assistance to the Yolo County Coroner, Fire Departments, or other law enforcement agencies.
4. Response to vicious animals.

5. Response to free roaming or contained stray dogs.
6. Services provided by the County shall be limited as follows:
 - a. Response to free roaming or contained stray cats that are healthy or uninjured.
 - b. Response to animals classified as wildlife unless bat, skunk, or a rabies control issue.

B. Services shall be limited to 8:00 a.m. to 5:00 p.m., six days a week; Monday through Saturday. Services will be provided outside these hours only when authorized in advance by a representative of the City, except for when required by Health and Safety Code sections 121595 and 121600 or Penal Code section 597f.

C. County agrees to maintain its kennels and animal shelter in a in a sanitary condition at all times in accordance with the laws of the State of California.

D. County shall provide all facilities, equipment, personnel, labor, supervision, supplies, and materials necessary to provide the animal control services required by this Agreement; however, in all instances wherein special supplies, stationary, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its own cost and expense.

II. COMPENSATION TO BE PAID BY THE CITY

A. City agrees to compensate the County annually, on a quarterly basis, the following amount:

<u>Contract Year</u>	<u>Annual Compensation</u>	<u>Quarterly Payment</u>
07/01/2015-06/30/2016	\$ 528,756	\$ 132,189
07/01/2014-06/30/2015	\$ 555,192	\$ 138,798

B. Quarterly payment is due and payable by check within the first 30 days of each quarter to prevent contract termination.

C. Hourly Rates – The County may bill the City in addition to the annual agreed compensation an additional hourly fee for an extraordinary incidents. An “Extraordinary Incident” is defined as one incident that requires more than ten (10) county staff hours. The hourly rate for Extraordinary Incidents is \$59.00 per hour. The County will bill these charges quarterly.

D. Savings – Any unspent portion of annual payment resulting from unanticipated animal services savings will be placed in a special “Animal Services Trust” for future shelter projects, animal services equipment and/or replacements items. Savings will be identified within the “Animal Services Budget Forecast” due to City from County.

In further consideration of the rendition of the foregoing services by the County, the City agrees that County shall be entitled to any and all license and other fees provided for in the Yolo County Code and/or the Municipal Animal Ordinance and collected. Should the revenue collected from licensing within the City’s jurisdiction exceed the anticipated fiscal year amount of \$203,782, the final quarter payment due to the County from the City shall be adjusted accordingly.

E. County shall retain all impounding fees and revenue derived from the adoption and redemption of animals at the County shelter as additional compensation for care and feeding of these animals.

III. REPORTS

The County shall provide the City with monthly and year-end statistical reports regarding field hours, calls, citations, adoptions, redemptions, licenses, and such additional information, as the County deems appropriate. In addition, the after-hours callout dispatch records will be attached with the monthly statistics for review. No charge will be made for these materials.

IV. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

All professional and technical documents and information developed under this Agreement, and all work products, including writings, work sheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall remain the property of the County.

V. RECORDS RETENTION

The County agrees to keep such books and records concerning the services it provides pursuant to this Agreement in such form and manner as the County Auditor may specify. These books and records shall be open for examination by City officials at all reasonable times.

VI. TERM AND TERMINATION

A. The term of this Agreement shall be from July 1, 2015 until June 30, 2017, unless sooner terminated as hereinafter provided.

B. Agreement may be extended for a period of one year based on mutual agreement of the County and City staff.

C. Should either party fail to substantially perform its obligations in accordance with this

Agreement, the other party may notify the defaulting party of such default in writing and provide not less than 15 days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said fifteen day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than 15 days advance written notice. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.

D. This Agreement may be terminated for any reason by either party at any time during the term of this Agreement, provided that thirty 30 days written notice is given.

VII. APPLICABLE LAWS

In the performance of the services required by this Agreement, both parties shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. The laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

VIII. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addresses as provided below:

City of Woodland:	City of Woodland Police Department 1000 Lincoln Avenue Woodland, CA 95695 Attn: Chief Dan Bellini (530) 661-7800
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County:	Yolo County Sheriff's Office 140 Tony Diaz Drive Woodland, CA 95776-9327 Attn: Rosario Ruiz-Dark, Finance (530) 668-5264
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B. In lieu of written notice to the above addresses, any party may provide notice through the use of facsimile machines provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers are used:

City: (530) 662-5377	County: (530) 668-5283
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If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the

date of delivery reflected upon a return receipt, whichever occurs first. If notice is given by facsimile notice is effective as of the time of confirmation of transmission.

C. Either party may change the address or facsimile number to which such communications are to be given by providing the other parties with written notice of such change at least 15 calendar days prior to the effective date of the change.

IX. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and City.

X. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any of its provisions.

Each party shall indemnify, defend, protect, hold harmless, and release the other, their elected bodies, officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying party. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the City and the County and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year above set forth.

County of Yolo

By _____
Supervisor Matt Rexroad, Chair
Yolo County Board of Supervisors

City of Woodland

By _____
Tom Stallard, Mayor
City of Woodland

Attest:
Julie Dachtler, Deputy Clerk
Board of Supervisors

By _____
Deputy (Seal)

Approved as to Form:
Philip Pogledich, County Counsel

By _____
Carrie Scarlata, Asst. County Counsel

Attest:
Ana Gonzalez, City Clerk
City of Woodland

By _____
Deputy (Seal)

Approved as to Form:

By _____
City Attorney

Legislation Text

12.

File #: 16-160, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: October 20, 2015****SUBJECT: Approve Changes to the Utility Assistance Program**

Recommendation for Action: Staff recommends that the City Council modify the Utility Assistance Program to 1.) increase discount to \$75/month, and 2.) increase term to six (6) months in a rolling 12-month period.

Staff Contact

Lynn Johnson, Senior Management Analyst - 530-661-5979, lynn.johnson@cityofwoodland.org

Fiscal Impact

The Utility Assistance Program is funded with Measure J (MSJ) revenue. There is \$100,000 appropriated for the program in FY2015/16. Making these program changes will not impact the budget, but hopefully increase program participation and get rate payer assistance where it is most needed.

Background

Proposition 218 prohibits the subsidy of any utility (water/sewer) rates from being financed by utility funds collected by established rates. When the 2009 water rates were adopted, Council requested that staff identify funding for and create a utility rate assistance program to assist low-income households with their utility bills. The requested program was funded by Community Development Block Grant (CDBG) funds with an initial allocation of \$15,000 for FY2011. The original program provided \$15/month for up to three consecutive months within a 12-month period for qualifying applicants. The three (3) month participation limit was due to a CDBG requirement. To qualify, customers must own the property at which they live, and they must provide proof of enrollment in PG&E's California Alternative Rates for Energy (CARE) program.

The City continued to seek CDBG funds each consecutive year allocating approximately \$28,000 over a four year period. Although there were press releases and utility bill inserts promoting the program, the City had very few applicants. In June 2013, staff recommended a change to the program, increasing the monthly amount to \$58.75/month for a maximum of three months per year. The intent of the change was to encourage more people to apply for the program and to assist customers with both the increased water rates and the increase in the sewer rates. With the enhanced program, all of the CDBG funding was depleted within three (3) months, yet demand remained. Given the continued interest in the program, staff sought an alternative funding source.

In June 2014, voters passed MSJ and approved an advisory ballot measure, Measure N. The combination of these voter initiatives provides up to 5% of MSJ revenues annually to support a water and sewer utility ratepayer assistance program for low-income residents. For FY 2015, the City appropriated \$75,000 of MSJ revenue for the Utility Assistance Program. We chose to leave the program criteria the same for FY2015 to

determine customer demand given the increased funding availability. Unfortunately, we only had 159 participants and used 37% of the budget last fiscal year. Given the underutilization of the program, staff felt the need to review program options to increase participation.

Discussion

Staff developed several program alternatives for the Water Utility Advisory Committee (WUAC) to consider including changes in the monthly discount amount and the maximum number of months of participation. Since we are no longer restricted by the three (3) month term imposed by CDBG rules, we were able to consider extending the discount for a longer period each year. The WUAC recommendation is to increase the monthly discount from \$58.75/month to \$75.00/month and to increase the maximum number of months each 12-month period from three (3) months to six (6) months. Program qualification will continue to require proof of enrollment in PG&E's CARE program and will continue to only serve customers that own the property at which they live.

Staff will be developing some enhanced outreach and marketing for the Utility Assistance Program for the City's website, Community & Senior Center, and utility bill inserts. With Council's approval, staff will make the program changes effective as soon as administratively possible in our utility billing system.

Commission/Committee Recommendation

The WUAC reviewed several different options for program changes with a goal of increasing participation and getting much needed assistance to the customers that most need it. The recommendation presented tonight is based on their review and discussion. They have asked that staff bring a quarterly utilization report to them to ensure that the program is meeting the intended goals. If we do not see increased program participation, the WUAC may consider recommending additional program modifications.

Conclusion

Staff recommends that the City Council modify the Utility Assistance Program to 1.) increase discount to \$75/month, and 2.) increase term to six (6) months in a rolling 12-month period.

Prepared by: Lynn Johnson, Senior Management Analyst



Paul Navazio, City Manager

Legislation Text

13.

File #: 16-167, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 20, 2015

SUBJECT: Industrial Park Recycled Water Project, CIP 15-10, approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve:

1. Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Industrial Park Recycled Water Project, CIP 15-10, and
2. A ratification to Resolution No. 6308, a resolution pledging revenues from the Water Enterprise Fund for repayment of Clean Water State Revolving Fund obligations for the recycled water project.

Staff Contact

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

Fiscal Impact

The overall project cost is estimated at \$6,550,000 from design through construction of the project. The project has an approved budget of \$6,550,000 comprised of sewer enterprise (\$550,000) and water enterprise (\$6,000,000) funding.

The total cost of construction including contingency, staff time, construction management, and inspection is estimated at \$5,825,000. The engineer's estimate of construction costs is \$4,700,000.

The City has been awarded a drought grant of \$2,000,000 through Westside IRWM (Prop 84) for the Industrial Park Recycled Water Project. Staff has also 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. The SRF loan would be secured by the water enterprise fund with debt service funding available through the future sale of the recycled water.

A draft agreement for the SRF loan is expected to be completed in November 2015, with final loan approval anticipated to be before the Council in January 2016. Award of the construction contract would occur current with (and contingent upon) both the loan approval as well as a pending agreement for purchase of recycled water.

There is no impact to the General Fund.

Background

The City of Woodland's Water Pollution Control Facility (WPFC) currently produces Title 22 tertiary treated effluent which is suitable for a wide variety of uses including certain industrial processes, landscape irrigation, and agricultural irrigation. A few large industrial and irrigation water customers have expressed interest in recycled water as a means to reduce costs. Utilizing recycled water for certain industrial and irrigation uses matches water quality to the best use of that water and reduces demands on the potable water system. As a result of the drought, the State of California is advocating for the use of recycled water and the State Water Resources Control Board (SWRCB) has streamlined the permitting process for recycled water systems in addition to providing grants and low interest financing.

The Industrial Park Recycled Water Project will provide recycled water for industrial and landscape irrigation uses. The initial project includes installing recycled water pumps at the WPFC effluent wetwell and a backbone pipeline to serve portions of the industrial area of the City. The pipeline is approximately 20,000 feet in length and will include connections to industrial customers and landscape irrigation along the alignment. Future project extensions would expand recycled water availability within the industrial area.

Discussion

The City of Woodland is interested in diversification of our water supply portfolio including promoting the use of recycled water by the City's water customers who are able to accept and use recycled water. Certain large industrial users, city landscape areas, median strips, school landscaped areas, and others currently use large volumes of potable water for industrial cooling, construction dust control, and landscape irrigation in the City and are ideally suited for recycled water use.

Tertiary treated title 22 effluent is an untapped resource which is already being produced at the WPCF. The tertiary treated effluent (recycled water) is currently disposed to the Tule Canal within the Yolo Bypass. The quality of the recycled water will further improve in 2016 when the City begins to use surface water as the primary potable water source. The recycled water program will take advantage of this resource and use it to boost the city's water supply and provide added protection during future droughts.

This initial recycled water project would extend a recycled water pipeline to the industrial park and will provide recycled water to City owned parks (Pioneer and Klenhard Parks).

Pursuant to State CEQA Guidelines, an initial study was prepared to assess the potential adverse environmental effects of the proposed Recycled Water Project. Following circulation for public comment and publication of a notice of intent to adopt, a Mitigated Negative Declaration (MND) was adopted on February 17, 2015.

On August 19, 2014, City Council approved Resolution 6308 for the City of Woodland to dedicate and pledge Water Enterprise funds to payment of any and all Clean Water State Revolving Fund Program financing for the Industrial Park Recycled Water Project. As a result of the SRF loan application review, the Water Board has requested a minor change to delete the term "Fund 210" from section 1 of the resolution. The Water Board would prefer it only mention the Water Enterprise Fund.

Conclusion

Staff recommends that the City Council approve:

1. Resolution No. _____, approving the plans and specifications and authorizing bid advertisement

- for the Industrial Park Recycled Water Project, CIP 15-10, and
2. A ratification to Resolution No. 6308, a resolution pledging revenues from the Water Enterprise Fund for repayment of Clean Water State Revolving Fund obligations for the recycled water project.

Prepared by: Ed Wisniewski, Associate Civil Engineer

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

Paul Navazio, City Manager

ATTACHMENTS:

- Attachment A - Resolution ____; A resolution approving the plans and specifications for the Industrial Park Recycled Water Project, CIP 15-10, and authorizing bid advertisement
- Attachment B - Ratification to Resolution 6308; A pledging revenues for repayment of Clean Water State Revolving Fund obligations for the Recycled Water Project

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS FOR THE INDUSTRIAL PARK RECYCLED WATER PROJECT, CIP 15-10, AND AUTHORIZING BID ADVERTISEMENT.

WHEREAS, the City of Woodland approved the 2014/2015 Capital Budget and included CIP 15-10 as part of the Capital Budget (the “Project”); and

WHEREAS, the City has the authority to approve projects for bid; and

WHEREAS, the City Council wishes to approve the plans and specifications and authorize bid advertisement 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 the plans and specifications and authorizes advertisement for bids for the Industrial Park Recycled Water Project, CIP 15-10.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

RESOLUTION NO. 6308
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
PLEDGING REVENUES FOR REPAYMENT OF CLEAN WATER STATE
REVOLVING FUND OBLIGATIONS FOR THE RECYCLED WATER PROJECT

WHEREAS, the State of California has established a State Revolving Fund (SRF) loan and grant program for providing financial assistance to cities for the planning, design, and construction of their wastewater infrastructure; and

WHEREAS, the City of Woodland (“Entity”) desires to participate in the SRF loan and grant program to finance the costs of constructing certain public facilities and improvements relating to its wastewater system, including certain treatment facilities, pipelines and other infrastructure which will allow for the production of recycled water which will be an additional water source for the water utility; and

WHEREAS, as a condition of receiving financial assistance through the SRF loan and grant program, Entity is required to enter into a financial assistance agreement, which sets forth certain repayment obligations.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City of Woodland (the “Entity”) hereby dedicates and pledges funds from the Water Enterprise Fund ~~Fund-210~~ to payment of any and all Clean Water State Revolving Fund financing for the Recycled Water Project.

SECTION 2. The Entity commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the Entity has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board.

SECTION 3. So long as the financing agreement(s) are outstanding, the Entity’s pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary.

SECTION 4. So long as the financing agreement(s) are outstanding, the Entity commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

PASSED AND ADOPTED by the City Council on this 19th day of August, 2014, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED AS TO FORM:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana Gonzalez, City Clerk

Kara Ueda, City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Woodland City Council held on this 19th day of August 2014.

Ana Gonzalez, City Clerk

SEAL: